



Board of Directors

Thursday, November 28, 2019

6:00 pm

RDKB Board Room, Trail, BC

A G E N D A

1. Call to Order

2. Acknowledgement

- 2.a) We acknowledge and appreciate that the land on which we gather once again is the traditional territory of the Ktunaxa, Syilx, Secwepemc, and Sinixt peoples.

3. Consideration of the Agenda (additions/deletions)

- 3.a) The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of November 28, 2019 is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of November 28, 2019 be adopted as presented.

4. Minutes

- 4.a) The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held on October 30, 2019 and the minutes of the Statutory meeting held November 13, 2019 are presented.

[Minutes-Board of Directors-30 Oct-BoD Nov 28 19 - Pdf](#)

[Minutes-Board of Directors-13 Nov-BoD Nov 13 19 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors regular meeting held on October 30, 2019 and the minutes of the Regional District of Kootenay Boundary Board of Directors Statutory meeting held on November 13, 2019 be adopted as presented.

5. Closed Meeting

- 5.a) Proceed to closed meeting pursuant to Section 90 (1)(c) of the *Community Charter*.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Section 90 (1)(c) of the *Community Charter*.

6. Presentation(s)

- 6.a) **M. McConnachie-RDKB Rep on the Columbia Basin Trust Board of Directors**
Re: CBT-Review and Discussion

7. Unfinished Business

- 7.a) **C. Marsh, Boundary Flood Recovery Manager/Manager of Emergency Programs**
Re: Nov./19 Update on the Kettle River Post-Flood Home Demolitions
Director Gee, Emergency Preparedness Liaison

A staff report from Chris Marsh, Boundary Flood Recovery Manager/Manager of Emergency Programs regarding an update on the current status and future plans for the demolition of two homes on the Kettle River is presented.

[Staff Report - Update - Kettle River Demolition Projects - Nov 2019](#)

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors support the planned approach to this demolition project as described in the report titled 'Kettle River post-flood home demolitions- November update' as presented to the Board on November 28, 2019. **FURTHER** that, with the approval of funding from Emergency Management BC for all demolitions costs, that staff award the contract for all works necessary to complete the project, with the contract value known to be excess of \$100,000. **FURTHER** that, staff will provide further progress reports and updates to the Board of Directors during the progression of the projects through the fall/winter of 2019/2020.

8. Communications-RDKB Corporate Communications Officer

- 8.a) A Communications update will be provided at a future meeting.

9. Communications (Information Only)

9.a) **Agricultural Land Commission-Nov. 6/19**

Re: Application to Exclude Land from the Agricultural Land Reserve

Electoral Area D/Rural Grand Forks

[ALC-DecisionLtr-Nov6-Board-November 28 2019](#)

9.b) **S. Robinson, Minister, Ministry of Municipal Affairs & Housing-Nov. 20/19**

Re: Restructure Planning Grant-Big White Community Issues Assessment

[MAH-BW Grant-BW Community Issues Assess-BoD Nov 28 19](#)

9.c) **B. Gibbons-Email Oct. 26/19**

Re: Groundwater Bottling-Follow up from August 13/19

Since August, the Groundwater Extraction resolution was passed with strong support at the UBCM convention. Work is being done to have the resolution acted on by the provincial government. There are two recent groundwater bottling proposals in the Kootenay area, in Golden and Canal Flats, which further emphasizes the urgency of taking action to stop water bottling of our groundwater for commercial sale or export. In light of this activity since the original August submission, and taking into consideration the huge support for climate marches in Vancouver and around BC, the RDKB Board of Directors is being requested to reconsider the original request to amend RDKB bylaws to prohibit the bottling of groundwater in any zoning (if your bylaws currently allow bottling). The provincial government is not obligated to act on the Groundwater resolution, therefore the RDKB is being requested to take the steps that are within its jurisdiction to help protect against the bottling of groundwater.

[GroundWater Extraction-GrndWater Bottling-B. Gibbons-BoD Nov 28 19](#)
[August 9 19-B. Gibbons-For Update GrndWater Bottling-BoD Nov 28 19](#)
[Sunshine Coast RD - Water Extraction for the Purpose of Commercial Bottled Water Sales](#)

- 9.d) **RDKB Board Chair-Nov. 22/19**
Re: Thank You to Audrey Repin-Work on the Beaver Creek Arbor Project

[Letter to CBT-Re Thanks to A Repin - BoD Nov 28 19](#)

Recommendation: Corporate Vote Unweighted

That Communications (Information Only) Items 8.a) - 8.d) be received and direction at the discretion of the Board.

10. Reports

- 10.a) **Monthly Cheque Register Summary-October 2019**

Director Cacchioni, Finance Liaison

[RDKB Oct AP Summary-BoD Nov 28 19](#)

Recommendation: Corporate Vote Unweighted

That the monthly Cheque Register Summary for \$2,676,548.94 for October 2019 is presented.

- 10.b) **Adopted RDKB Committee Minutes**

Solid Waste Management Plan Steering & Monitoring Committee (April 11/19)

Utilities Committee (Sept. 11/19)

Boundary Community Development Committee (Oct. 2/19)

Liquid Waste Management Plan Stage 3 Steering Committee (Oct. 3/19)

Policy & Personnel Committee (Oct. 9/19)

East End Services Committee (Oct. 15/19)

Electoral Area Services Committee (Oct. 17/19)

[Solid Waste Management Plan Steering & Monitoring Committee - 11 Apr 2019 - Minutes - Pdf](#)

[Utilities Committee - 11 Sep 2019 - Minutes - Pdf](#)

[Boundary Community Development Committee - 02 Oct 2019 - Minutes - Pdf](#)

[LWMP Stage 3 Steering Committee - 03 Oct 2019 - Minutes - Pdf](#)

[Minutes - 09 Oct 2019 - P&P - Nov 13, 2019 - Pdf](#)

[Minutes - 15 Oct 2019 - EES - Nov 19 2019Pdf](#)

[Minutes-Electoral Area Services - 17 Oct 2019-BoD Nov 28 19- Pdf](#)

Recommendation: Corporate Vote Unweighted

That the following Committee minutes, as adopted by the respective RDKB Committees be received:

Solid Waste Management Plan Steering & Monitoring Committee (April 11/19), Utilities Committee (Sept. 11/19), Boundary Community Development Committee (Oct. 2/19), Liquid Waste Management Plan Stage 3 Steering Committee (Oct. 3/19)
Policy & Personnel Committee (Oct. 9/19), East End Services Committee (Oct. 15/19) and Electoral Area Services Committee (Oct. 17/19).

10.c) **Recreation Commission Minutes**

The minutes of the Christina Lake Recreation Commission and the Grand Forks and District Recreation Commission meetings will be provided at a future meeting.

10.d) **Advisory Planning Commission (APC) Minutes**

[APC Minutes-Area B-Board-November 28 2019](#)

[APC Minutes-Area C-Board-November 28 2019](#)

[APC Minutes-Area D-Board-November 28 2019](#)

Recommendation: Corporate Vote Unweighted

That the minutes of the Electoral Areas: B/Lower Columbia-Old Glory (Nov. 4/19), C/Christina Lake (Nov. 5/19), and D/Rural Grand Forks (Nov. 5/19) Advisory Planning Commission meetings be received.

11. **Committee Recommendations to Board of Directors**

Recommendations to the Board of Directors, as reviewed and adopted by the respective RDKB Committees are presented for consideration.

11.a) Electoral Area Services Committee - Nov. 14/19

*Director Worley, Committee Chair/Director McGregor,
Committee Vice Chair*

*Development Variance Permit Application-Electoral Area D/Rural
Grand Forks*

[Staff Report DVP Hoffman Board-November 28 2019](#)

**Recommendation: Stakeholder Vote (Electoral Area Directors)
Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approve the application for a Development Variance Permit submitted by Leslie and Bonnie Hoffman, to allow for a reduced front yard setback from 7.5 m to 6.7 m-a 0.8 m variance to construct a detached carport on the property legally described as Lot A, DL 500, SDYD, Plan KAP9246, Electoral Area D/Rural Grand Forks.

11.b) Policy & Personnel Committee - Nov. 13/19

*Director McGregor, Committee Chair/Director Dunsdon,
Committee Vice Chair*

Municipal Directors' Mobile Computers Policy

[Policy - Municipal Directors' Mobile Computers - for Board Approval - FINAL - BOD - Nov 28 2019](#)

[Staff Report-Muni Directors' Computers Policy-P&P-Nov 13-BoD Nov 28 19](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Municipal Directors' Mobile Computers Policy as presented to, and approved by the Policy and Personnel Committee on November 13, 2019. **FURTHER** that the Policy be distributed accordingly.

11.c) Policy & Personnel Committee - Nov. 13/19

*Director McGregor, Committee Chair/Director Dunsdon,
Committee Vice Chair*

Employee Recognition Policy

[Policy - Employee Recognition - for Board Approval- FINAL - BOD - Nov 28 2019](#)

[Staff Report-Employee Recognition Policy Review - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Employee Recognition Policy as presented to, and approved by the Policy and Personnel Committee on November 13, 2019.

FURTHER that the Policy be distributed accordingly.

12. Board Appointments Updates

- 12.a) Southern Interior Development Initiative Trust (S.I.D.I.T.)-Director McGregor
B.C. Rural Centre/Southern Interior Beetle Action Coalition (S.I.B.A.C.)-Director McGregor
Okanagan Film Commission-Director Gee
Boundary Weed Stakeholders Committee-Director Gee
Columbia River Treaty Local Government Committee (CRT LGC)-Directors Worley & Langman
Columbia Basin Regional Advisory Committee (CBRAC)-Director Worley
West Kootenay Regional Transit Committee (Directors Cacchioni & Worley, Alternate Director Parkinson)
Kootenay Booth-Director Langman
Rural Development Institute-Director Worley
Chair's Update-Chair Langman

13. New Business

- 13.a) **D. Derby, Regional Fire Chief**
Re: Emergency Communications Service Liability Insurance
Director Gee, Emergency Preparedness Liaison

A staff report from Dan Derby, Regional Fire Chief regarding liability insurance for the RDKB Emergency Communications Service (9-1-1-) Agreement with the Regional District of Central Okanagan is presented.
[EM Communications Service-Liability Insurance-Oct 19-BoD Nov 28 19](#)
[MIA Service Provider Agreement \(2019\)](#)
[RDCO-RDKB Agreement Amendment No1](#)
[911 Call Answer Service Agreement - 2014](#)

Recommendation: Corporate Vote Weighted

That the Regional District Kootenay Boundary Board authorizes the Municipal Insurance Association of British Columbia to add the Regional District Central Okanagan as an "Associate Member" to the Regional District Kootenay Boundary's policy for liability insurance purposes as set out in the Service Provider Agreement, related to the administration of the 9-1-1 Call Answer Centre Service Agreement and the Emergency Services Communication (9-1-1) Agreement – Amendment No.1.

FURTHER that the Board of Directors authorizes the RDKB signatories to sign and enter into the Agreement.

13.b) **T. Lenardon, Manager of Corporate Administration**
Re. Discussion on the Draft 2020 Meeting Schedules

The 2020 meeting calendar is presented. Staff is looking for direction from Directors as to any changes in the dates, times and locations of meetings.

As per the RDKB practice, two Board meetings will be held in different communities other than the Trail and Grand Forks RDKB offices. These have not been identified on the attached calendar. Director Worley has requested that one Board meeting to be held in a different (East End) location be held in Electoral Area B/Lower Columbia -Old Glory. Director McGregor has requested that one Board meeting to be held in a different (West End) location be held in Electoral Area C/Christina Lake.

[DRAFT 2020-Committee Brd Mtg Calendar-BoD-Nov 28 19](#)

Recommendation: Corporate Vote Unweighted

That the Board review and discuss the draft 2020 RDKB Board and Committee meeting calendar and provide direction to staff as to any changes.

13.c) **M. Andison, Chief Administrative Officer**
Re: Draft 2020 General Government Services (001) Work Plan
[001 Gen Gov 2020 Work Plan-Draft-BoD Nov 28 19](#)

Recommendation: Corporate Vote Unweighted

That the draft 2020 General Government Services (001) Work Plan be received and referred to a future meeting.

13.d) **B. Champlin, Manager of Building Inspection**
Re: Draft 2020 Building Inspection Services (004) Work Plan
[004 Building Services 2020 Work Plan - DRAFT-BoD Nov 28 19](#)

Recommendation: Corporate Vote Unweighted

That the draft 2020 Building Inspection Services (004) Work Plan be received and referred to a future meeting.

13.e) **J. Dougall, General Manager of Environmental Services**
Re: Draft 2020 Regional Solid Waste Management Services (010) Work Plan
[\(010\) Regional Solid Waste-2020 Work Plan-Draft-BoD Nov 28 19](#)

Recommendation: Corporate Vote Unweighted

That the draft 2020 Regional Solid Waste Management Services (010) Work Plan be received and referred to a future meeting.

- 13.f) **J. Dougall, General Manager of Environmental Services**
Re: Draft 2020 Big White Solid Waste Management Services (064) Work Plan
[\(064\) 2020 Big White Solid Waste-Draft-BoD Nov 28 19](#)

Recommendation: Corporate Vote Unweighted

That the draft 2020 Big White Solid Waste Management Services (064) Work Plan be received and referred to a future meeting.

- 13.g) **M. Stevens, Interim Manager of Emergency Programs**
Re: Draft 2020 Emergency Preparedness Service (012) Work Plan
[\(012\) 2020 EM Preparedness Services Work Plan-Draft-BoD Nov 28 19](#)

Recommendation: Corporate Vote Unweighted

That the draft 2020 Emergency Preparedness Services (012) Work Plan be received and referred to a future meeting.

- 13.h) A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:
241 Hillcrest Drive, Trail, B.C.
Electoral Area 'B' / Lower Columbia-Old Glory
Parcel Identifier: 012-066-672-Lot 1 District Lot 8087
Kootenay District Plan 12384
Owners: Leonard and Irene Harding
[Staff Report-Bylaw Contravention Harding-Board November 28, 2019 - Pdf](#)
[Staff Report September 11, 2019 - Pdf](#)
[Letter October 24, 2019](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section

57 of the *Community Charter* against the property legally described as Lot 1, District Lot 8087, Kootenay District, Plan 12384.

- 13.i) A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

2284 Old Salmo Road, Fruitvale, B.C.

Electoral Area 'A'-Parcel Identifier: 010-363-947

Lot 1 District Lot 1236 Kootenay District Plan 8462

Owners: Patrick and Patricia Doyle

[Staff Report-Bylaw Contravention Doyle-Board November 28, 2019 - Pdf](#)
[History-Background Factors](#)

[3 Letters](#)

[Inspection Report](#)

**Recommendation: Stakeholder Vote (Electoral Area Directors)
Unweighted**

That the Regional District of Kootenay Boundary Board of Directors invite the owners, Patrick and Patricia Doyle, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 1236, Kootenay District, Plan 8462.

- 13.j) A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

305 12th Avenue, Genelle, B.C.

Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 015-426-238-Lot 31 District Lot 2404

Kootenay District Plan 2066

Owners: Jeremy Cook and Melissa Chapman

[Staff Report-Bylaw Contravention Cook+Chapman-Board November 28, 2019 - Pdf](#)
[History-Background Factors](#)

[3 Letters](#)

[Inspection Report](#)

**Recommendation: Stakeholder Vote (Electoral Area Directors)
Unweighted**

That the Regional District of Kootenay Boundary Board of Directors invite the owners, Jeremy Cook and Melissa Chapman, to appear before

the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 31, District Lot 2404, Kootenay District, Plan 2066.

13.k) **C. Scott, Planner**

**Re: Ministry of Transportation & Infrastructure Referral
Subdivision Application - Electoral Area B/Lower Columbia-Old
Glory**

A staff report from Corey Scott, Planner regarding a referral from the Ministry of Transportation and Infrastructure for a subdivision application is presented.

[Staff Report Hanson MOTI Board-November 28 2019](#)

Recommendation: Corporate Vote Unweighted

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Lot A, Section 10, TWP 28, KD, Plan NEP12806, Electoral Area B/Lower Columbia-Old Glory, be received. **FURTHER** that the Board of Directors provide comment to the Ministry of Transportation and Infrastructure to recommend:

1. Removing the existing blanket waterline right-of-way and replacing it with a surveyed 8.5 metre statutory right-of-way; and,
2. Including provisions in the right-of-way agreement or registering another statutory right-of-way that allows for public access through the 8.5 metre wide area to provide a trail connection to the Centennial Trail.

13.l) **Grants in Aid - as of November 21, 2019**

[Grants in Aid-Board-November 28 2019](#)

**Recommendation: Stakeholder Vote (Electoral Area Directors)
Weighted**

That the following grants-in-aid be approved:

1. Rossland Society for Environmental Action – Rossland Seven Summit School Student Action Project – Electoral Area 'B'/Lower Columbia-Old Glory - \$500
2. Granby Wilderness Society – Plant Restoration Work – Electoral Area 'D'/Rural Grand Forks - \$2,000

3. Beaverdell Community Club & Recreation Commission – Friends Helping Friends Program – Electoral Area 'E'/West Boundary - \$3,000
4. Beaverdell Community Club & Recreation Commission – Halloween Event – Electoral Area 'E'/West Boundary - \$500
5. Granby Art Collective/Boundary Hospital–Artwork Photobook & Poetry for Mental Health Clients – Electoral Area 'E'/West Boundary - \$300.
6. Kettle River Food Share Society – Food Grant – Electoral Area 'E'/West Boundary - \$3000

14. Bylaws

- 14.a) There are no bylaws for review.

15. Late (Emergent) Items

- 15.a) **J. Chandler, General Manager Operations/Deputy CAO**
Re: Rental Agreement for Veterinary Services
Grand Forks Animal Control
[Staff Report-GF Vet Service-Rental Agreement-BoD Nov 28 19](#)
[Contract Rental Agreement - Vet Services Grand Forks -Dec 2019 - Draft\(2\)](#)

Recommendation: Corporate Vote Weighted

That the Regional District Kootenay Boundary Board of Directors approve the rental agreement with Boundary Country Veterinary Services Ltd for the temporary use of the Grand Forks Animal Control building, for the provision of veterinary services at a cost of \$750.00 per month. **FURTHER** that the Board authorize the RDKB signatories to sign and enter into the agreement.

16. Discussion of Items for Future Meetings

17. Question Period for Public and Media

18. Adjournment



Board of Directors

**Wednesday, October 30, 2019
RDKB Boardroom - Grand Forks, B.C.**

**6:00 p.m.
Minutes**

Present:

Director R. Russell, Chair
Director G. McGregor, Vice-Chair
Director A. Grieve
Director L. Worley
Director V. Gee
Director S. Morissette
Director M. Walsh
Director R. Cacchioni
Director D. Langman
Director A. Morel, via teleconference
Director B. Taylor
Director G. Shaw
Director R. Dunsdon

Staff and Others Present:

M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Recording Secretary
J. Chandler, GM Operations/Deputy Chief Administrative Officer
D. Derby, Regional Fire Chief
F. Maika, Corporate Communications Officer
F. Phillips, Senior Energy Specialist

Mr. L. Almquist, Applicant, Development Variance Permit, Electoral Area D/Rural Grand Forks

1. Call to Order

The Chair called the meeting to order at 6:00 p.m.

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RDKB Board of Directors
October 30, 2019*

2. **Consideration of the Agenda (additions/deletions)**

The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of October 30, 2019 was presented.

The Manager of Corporate Administration noted the following changes:

1. Revise the voting in the second recommendation for Item 9.a) to read "Weighted" (rather than Unweighted), and
2. Move Item 9.b), application for a Development Variance Permit to the front of the agenda after Item 3.a), and it was;

431-19 Moved: Director Cacchioni Seconded: Director McGregor

Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of October 30, 2019 be adopted as amended.

Carried.

3. **Minutes**

The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held October 9, 2019 were presented.

432-19 Moved: Director Grieve Seconded: Director Walsh

Corporate Vote Unweighted

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held on October 9, 2019 be adopted as presented.

Carried.

Item 9.a) Moved to the Front of the Agenda

Electoral Area Services Committee - Oct. 17/19

Application for Development Variance Permit - Electoral Area D/Rural Grand Forks

Chair Russell welcomed the applicant to the meeting and provided him with an opportunity to speak to his application.

After review of the proposal, it was;

433-19 Moved: Director Worley Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the application for a Development Variance Permit as submitted by Lyle and Kelly Almquist, to allow for a reduced front yard setback from 7.5 m to 4.5 m, a 3.0 m variance, and a reduced exterior side yard setback from 4.5 m to 3.5 m, a 1.0 m variance, to construct a detached garage on the property legally described as Lot 8, Plan KAP104, DL497, SDYD, Except Plan16526 and WLY 139.41 FT, Electoral Area D/Rural Grand Forks.

Carried.

4. Presentations

4.a) Murray McConnachie, RDKB Rep Columbia Basin Trust (CBT) Board of Directors

Re: CBT-Review and Discussion

The presentation will be rescheduled to a future meeting.

5. Unfinished Business

5.a) F. Phillips, Senior Energy Specialist

Re: Declaration of a Climate Emergency

Director McGregor, Environmental Services Liaison

A Staff Report from Freya Phillips, Senior Energy Specialist regarding the Declaration of a Climate Emergency was presented.

434-19 Moved: Director Cacchioni Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the *Alternative Option-Declaration of a Climate Action Imperative* as outlined in the Staff Report - *RDKB Declaration of a Climate Emergency*, presented to the Board on October 30, 2019, that makes a declaration associated with climate action that includes a commitment for staff to report back to the Board in 180 days with the status of actions presently being taken to reduce greenhouse gas emissions and adapt to climate change, and additional actions that the District could take in short, medium and long term to further reduce greenhouse gas emissions.

Carried.

5.b) B. Champlin, Manager of Building Inspection**Re: Building Inspection Services for the City of Rossland**

A Staff report from Brian Champlin, Manager Building Inspection Services presenting a follow up report to the three months' trial for the provision of Building Inspection services to cover limited periods of absence for the City of Rossland building inspector was presented.

435-19 Moved: Director McGregor Seconded: Director Worley

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors confirm and support, that as per the staff report titled *Provisions of Building Inspection Services*, as presented to the Board on October 30, 2019, that the RDKB will no longer continue to provide contracted fee-for service Building Inspection Services support to the City of Rossland following completion of the 3-month trial.

Carried.

(Director Morel opposed)

Director Morel expressed disappointment with the Board's decision.

5.c) C. Scott, Planner**Re: Columbia Western Rail Trail-Review & Response for Designation Changes**

A staff report from Corey Scott, Planner regarding the Columbia Western Rail Trail designation was presented.

The Board discussed Recreation Sites and Trails BC 's proposal to cancel the recreation trail designation on a section of the Columbia and Western Rail Trail and the transfer of management of the corridor to other agencies.

Moved: Director Worley Seconded: Director Grieve

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to send a letter to Recreation Sites and Trails BC citing specific concerns and further questions.

Carried.

Mark Andison, Chief Administrative Officer advised that staff will also send Recreation Sites and Trails BC the staff report presented to the Board on October 30, 2019 and a cover letter explaining the APC comments and concerns. He noted that the Ministry will be advised that further information on issues raised by the Electoral Areas A and C APC's that have not been addressed are also forthcoming.

436-19 Moved: Director Gee Seconded: Director Morel

That the recommendation be amended to include the following:

FURTHER that the letter also requests the Ministry to ensure the following:

1. Maintaining historic uses for the rail-grade such as access to residences, and
2. Continued obligation for securing permitting for utilisation of the rail-grade for forestry uses, and
3. Preservation of motorised and non-motorised recreational values on the trail including continued maintenance for such recreational values,
4. While avoiding unfettered access as an industrial-use road.

Voting on the original recommendation as amended: Carried.

6. Communications-RDKB Corporate Communications Officer

A Communications update will be provided at a future meeting.

7. Communications (Information Only)

7.a) Agricultural Land Commission (ALC)-Sept. 24/19

re: Subdivision Application Decision-Highway 33, Electoral Area E/West Boundary

7.b) British Columbia Cattlemen's Association-Oct. 4/19

Re: Request to Improve High-Speed Internet in Rural Communities

437-19 Moved: Director Gee Seconded: Director Grieve

Corporate Vote Unweighted

That Communications (Information Only) Items 7.a) to 7.b) be received. **FURTHER** that a letter be sent to the British Columbia Cattlemen's Association noting that the RDKB shares its concerns respecting the need for improved access to high-speed internet in rural communities and also advising them about the initiatives that the RDKB is involved in including the current work with the Columbia Basin Broadband Corporation.

Carried.

8. Reports

8.a) Adopted RDKB Committee Minutes

The minutes of RDKB Committee meetings, as adopted by the respective Committees were presented.

438-19 Moved: Director McGregor Seconded: Director Walsh

Corporate Vote Unweighted

That the following minutes of RDKB Committee meetings, as adopted by the respective Committees, be received:

Beaver Valley Regional Trails and Regional Parks Committee (Sept. 12/19), Policy and Personnel Committee (Sept. 11/19), East End Services Committee (Sept. 17/19) and Electoral Area Services Committee (Sept. 12/19).

Carried.

8.b) Recreation Commission Minutes

The minutes of the Electoral Area C Parks & Recreation Commission meeting (Sept. 18/19) and the minutes of the Grand Forks and District Recreation Commission meeting (Sept. 19/19) were presented.

439-19 Moved: Director McGregor Seconded: Director Dunsdon

Corporate Vote Unweighted

That the minutes of the Electoral Area C Parks & Recreation Commission meeting (Sept. 18/19) and the minutes of the Grand Forks and District Recreation Commission meeting (Sept. 19/19) be received.

Carried.

8.c) Draft Advisory Planning Commission Minutes

The draft minutes of the Electoral Areas A-E Advisory Planning Commission meetings held in October 2019 were presented.

440-19 Moved: Director McGregor Seconded: Director Worley

Corporate Vote Unweighted

That the draft minutes of the following Electoral Area Advisory Planning Commission meetings held in October 2019 be received:

Electoral Area A (Oct. 1/19), Electoral Area B/Lower Columbia-Old Glory (Oct. 7/19), Electoral Area C/Christina Lake (Oct. 1/19), Electoral Area D/Rural Grand Forks (Oct. 1/19) and Electoral Area E/West Boundary (Sept. 30/19).

Carried.

**8.d) B. Burget, General Manager of Finance
Re: 2019 3rd Quarter Financial Results**

Director Cacchioni, Finance Liaison

A staff report from Beth Burget, General Manager of Finance, regarding the financial results for the year-to-date ending September 30, 2019 was presented.

441-19 Moved: Director Cacchioni Seconded: Director Taylor

Corporate Vote Unweighted

That the staff report from Beth Burget, General Manager of Finance, regarding the Financial Plan Comparison - 2020 Third Quarter be received.

Carried.

9. Committee Recommendations to Board of Directors

Recommendations to the Board of Directors, as reviewed and adopted by the respective RDKB Committees are presented for consideration.

9.a) East End Services Committee - Oct. 15/19

Re: 2020 Budget Allocation of Grant-in-Lieu Revenues Associated with Dam Facilities

Director Grieve, Committee Chair / Director Cacchioni, Committee Vice Chair

Dam Revenues

442-19 Moved: Director Grieve Seconded: Director Worley

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the East End Services Committee direction to staff to present the dam revenue discussion to the Board of Directors at the October 30, 2019 Board meeting.

Carried.

443-19 Moved: Director Grieve Seconded: Director Cacchioni

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve that \$300,000 of dam grant-in-lieu revenue continue to be allocated to the Kootenay Boundary Regional Fire Rescue Service for 2020 and 2021 and then look at picking up any extra monies coming out of the dam revenues and assign them to the fire service.

Carried.

(Directors McGregor, Russell, Gee, Taylor and Dunsdon opposed)

9.b) Electoral Area Services Committee - Oct. 17/19*Director Worley, Committee Chair / Director McGregor, Committee Vice Chair**Application for Development Variance Permit - Electoral Area A***444-19** Moved: Director Worley Seconded: Grieve**Stakeholder Vote (Electoral Area Directors) Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application as submitted by Michael Duley, to allow for a reduced front yard setback from 7.5 m to 4.6 m, a 2.9m variance, to construct a detached carport on the property legally described as Lot 2, Plan NEP11605, DL 1236, KD, Electoral Area A.

Carried.

10. Board Appointments Updates

The Board Appointments Updates will be provided at the next meeting.

11. New Business**11.a) B. Burget, General Manager of Finance****Re: 2020 - 2024 Five Year Financial Plan***Director Cacchioni, Finance Liaison*

A staff report from Beth Burget, General Manager of Finance, regarding the 2020 - 2024 Financial Plan was presented.

445-19 Moved: Director Cacchioni Seconded: Director Langman**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary 2020 - 2024 Five Year Financial Plans be referred to Committees for review.

Carried.

Director Morel left the meeting at 7:12 p.m.

11.b) C. Marsh, Boundary Flood Recovery Manager/Manager of Emergency Programs**Re: Kettle River Post-Flood Home Demolitions Update**

A staff report from Chris Marsh, Boundary Flood Recovery Manager/Manager of Emergency Programs regarding the current status and future plans for the demolition of two homes on the Kettle River was presented.

446-19 Moved: Director McGregor Seconded: Director Shaw

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors support the planned approach to this demolition project as described in the staff report titled *Kettle River Post Flood Home Demolitions Update* as presented to the Board on October 30, 2019. **FURTHER** that with the approval of funding from Emergency Management BC for all demolition costs, that staff award the contract for all works necessary to complete the project with the contract value known to be in excess of \$100,000. **FURTHER** that staff provide further progress reports and updates to the Board of Directors during the progression of the projects through the fall/winter 2019/2020.

Carried.

11.c) L. Moore, Senior Planner

Re: Climate Action Initiative (CAI) Regional Adaptation Strategies Projects Implementation

A staff report from Liz Moore, Senior Planner regarding the implementation of the Climate Action Initiative-Regional Adaptation Strategies Project was presented.

447-19 Moved: Director McGregor Seconded: Director Taylor

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors supports the Planning and Development Department to act as the administrator for the funds for the Kootenay and Boundary Adaptation Strategies' project as outlined in "Options to expand availability of weather station data and decision support tools" **FURTHER** that \$1,500 be transferred from 001 'RDKB Climate Action Reserve Fund (2013)' to 005 Miscellaneous Revenue **FURTHER** that the remaining project funds of approximately \$30,950 are placed in 005 Miscellaneous Revenue **FURTHER** that the project expenses are charged to 005 Operating Contracts.

Carried.

11.d) Director Gee

Re: Concerns Regarding Naturo Group Investments Inc. Water Bottling Plant (Sidley-Electoral Area E/West Boundary)

Moved: Director Gee Seconded: Director Dunsdon

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors supports sending a letter to the Ministry of Environment and Climate Change Strategy highlighting the residents' complaints and concerns about damage to three streams from being ploughed over on the property legally described as DL 346, SDYD, except Plan H17963 and KAP89411, location of the Naturo Group Investments Inc. water bottling plant, Sidley Area, West of Bridesville-Electoral Area E/West Boundary. **FURTHER** that the letter also request the Ministry to take action to have the streams restored.

448-19 Moved: Director Gee Seconded: Director McGregor

That the resolution be amended by removing the text: *from being ploughed over.*

Voting on the original resolution as amended - Carried.

449-19 Moved: Director McGregor Seconded: Director Gee

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors supports sending a letter to Health Canada highlighting the residents' complaints and concerns about damage to three streams on property legally described as DL 346, SDYD, except Plan H17963 and KAP89411, location of the Naturo Group Investments Inc. water bottling plant, Sidley Area, West of Bridesville-Electoral Area E/West Boundary. **FURTHER** that the letter advise Health Canada that the RDKB has issued a Stop Work Order on the site.

Carried.

11.e) C. Scott, Planner**Re: Change to Liquor License Referral-Moose Lounge, Big White**

A staff report from Corey Scott, Planner regarding a Liquor and Cannabis Regulation Branch referral from Big White Ski Resort Ltd. for a proposed Permanent Change to a Food-primary liquor license at Big White (Moose Lounge-Happy Valley Day Lodge) was presented.

550-19 Moved: Director McGregor Seconded: Director Morissette

Corporate Vote Unweighted

Be it resolved that:

1.The Board recommends the permanent amendment for the food primary license for the Moose Lounge be supported for the following reasons:

The applicant has requested a permanent change in their Food Primary License to allow for patron participation. Modifying the license should have no impact on the residents, community and neighbouring property owners if approved.

2.The Board's comments on the prescribed considerations are as follows:

a.The potential for noise:

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RDKB Board of Directors
October 30, 2019

No negative noise impact to the community is anticipated by approving this application.

b.The impact on the community:

The proposal would not affect the current hours of operation at the business.

c.Is the amendment contrary to the primary purpose of the establishment:

The proposed change of patron participation is in keeping with the primary purpose of the establishment. The business operates as an eating, drinking and social establishment.

3.The Board's comments on the views of the residents are as follows:

The applicant posted 2 notice of the proposal signs at the main entrances of Happy Valley Day Lodge on October 4th, 2019. No comments have been received by the Planning and Development Department.

Carried.

11.f) C. Scott, Planner

Re: Change to Liquor License Referral-Black Forest Day Lodge, Big White

A staff report from Corey Scott, Planner regarding a Liquor and Cannabis Regulation Branch referral from Big White Ski Resort Ltd. for a proposed Permanent Change to a Food-primary liquor license at Big White (Black Forest Day Lodge) was presented.

551-19 Moved: Director McGregor Seconded: Director Morissette

Corporate Vote Unweighted

Be it resolved that:

1.The Board recommends the permanent amendment for the food primary license for the Black Forest Day Lodge be supported for the following reasons:

The applicant has requested a permanent change in their Food Primary License to allow for patron participation. Modifying the license should have no impact on the residents, community and neighbouring property owners if approved.

2.The Board's comments on the prescribed considerations are as follows:

a.The potential for noise:

No negative noise impact to the community is anticipated by approving this application.

b.The impact on the community:

The proposal would not affect the current hours of operation at the business.

c.Is the amendment contrary to the primary purpose of the establishment:

The proposed change of patron participation is in keeping with the primary purpose of the establishment. The business operates as an eating, drinking and social establishment.

3.The Board's comments on the views of the residents are as follows:

As the Black Forest Day Lodge is approximately 250 metres away from any other residential or commercial land uses no negative impact to the community is anticipated by approving this application.

Carried.

11.g) C. Scott, Planner

Re: Change to Liquor License Referral-The Woods, Big White

A staff report from Corey Scott, Planner regarding a Liquor and Cannabis Regulation Branch referral from Big White Ski Resort Ltd. for a proposed Permanent Change to a Food-primary liquor license at Big White (The Woods) was presented.

552-19 Moved: Director Worley Seconded: Director Grieve

Corporate Vote Unweighted

Be it resolved that:

1.The Board recommends the permanent amendment for the food primary license for the Woods Restaurant be supported for the following reasons:

The applicant has requested a permanent change in their Food Primary License to allow for patron participation. Modifying the license should have no impact on the residents, community and neighbouring property owners if approved.

2.The Board's comments on the prescribed considerations are as follows:

a.The potential for noise:

No negative noise impact to the community is anticipated by approving this application.

b.The impact on the community:

The proposal would not affect the current hours of operation at the business.

c.Is the amendment contrary to the primary purpose of the establishment:

The proposed change of patron participation is in keeping with the primary purpose of the establishment. The business operates as an eating, drinking and social establishment.

3.The Board's comments on the views of the residents are as follows:

The applicant posted 2 notice of the proposal signs at the Woods Restaurant at the front entrance on October 4th, 2019. No comments have been received by the Planning and Development Department.

Carried.

11.h) C. Scott, Planner

**Re: Application for Changes to Natural Watercourse Boundary
Electoral Area C/Christina Lake**

A staff report from Corey Scott, Planner regarding a Land Title and Survey Authority (LTSA) referral from Summer Magic Estate Corp. for proposed adjustments to the natural boundary at Christina Lake was presented.

553-19 Moved: Director McGregor Seconded: Director Dunsdon

Corporate Vote Unweighted

That the staff report regarding the application to correct the location of the natural boundary submitted by Summer Magic Estate Corp. for Crown land fronting Lot A, DL 1181s, SDYD, Plan KAP28414, Electoral Area C/Christina be received.

Carried.

11.i) Grants in Aid - as of October 24, 2019:

554-19 Moved: Director Worley Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

1. Wildsight – Environmental Education Programs – Electoral Area 'B'/Lower Columbia-Old Glory - \$800
2. Christina Lake Firefighter Society – Annual Halloween Fireworks Display and Bonfire – Electoral Area 'C'/Christina Lake - \$2,000
3. Boundary Invasive Species Society – Education and Monitoring Activities – Electoral Area 'D'/Rural Grand Forks - \$825
4. Grand Forks and District Fall Fair Society – Attendance at Grant Writing and Fundraising Seminar at BC Fairs Conference – Electoral Area 'D'/Rural Grand Forks - \$456.25
5. Rotary Club of Grand Forks – Annual Halloween Fireworks-Bonfire – Electoral Area 'D'/Rural Grand Forks - \$2,000
6. Boundary Invasive Species Society – Education and Monitoring Activities – Electoral Area 'E'/West Boundary - \$825
7. Kettle River Lions Club – Celebration Barbeque at Midway Satellite Fire Hall – Electoral Area 'E'/West Boundary - \$511.73
8. Trails to the Boundary Society – Two Attendees at Indigenous Tourism Conference – Electoral Area 'E'/West Boundary - \$2,509.10
9. West Boundary Sustainable Foods and Resources Society – Catering Kettle Valley Satellite Fire Hall Opening – Electoral Area 'E'/West Boundary - \$426.64

Carried.

12. Bylaws**12.a) Bylaw 1703 Revenue Anticipation Borrowing
First, Second and Third Reading and Adoption**

A staff report from Beth Burget, General Manager of Finance, regarding Bylaw No. 1725 Revenue Anticipation Bylaw was presented.

555-19 Moved: Director Cacchioni Seconded: Director Walsh

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Year 2020 Revenue Anticipation Bylaw No. 1725, 2019 be read a First, Second and Third time.

Carried.

556-19 Moved: Director McGregor Seconded: Director Worley

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Year 2020 Revenue Anticipation Borrowing Bylaw No. 1725, 2019 be Adopted.

Carried.

13. Late (Emergent) Items

There were no late emergent items to discuss.

14. Discussion of Items for Future Meetings

1. Presentation from Bill MacPherson, Managing Director, Mercer Celgar prior to a future Board meeting for those Directors interested.
2. Update on Regional Housing Assessment.
3. Review of the RDKB Finance Department's processes.
4. Discussion Paper on the modernization of the *Emergency Program Act*.

15. Question Period for Public and Media

Katrina Powell introduced herself noting she is involved with the High School Newspaper and was attending the Board meeting on behalf of the Grand Forks Gazette reporter. She stated that she found the Board meeting debates interesting and attending the meeting was a different experience for her. The Chair thanked Ms. Powell for attending the meeting.

16. Closed Meeting

A closed meeting was not required.

17. Adjournment

There being no further business to discuss, the meeting was adjourned (time: 7:38 p.m.).

TL



Board of Directors

Wednesday, November 13, 2019
RDKB Boardroom-Grand Forks, BC
Minutes

Present:

Director R. Russell
Director G. McGregor
Director A. Grieve
Director L. Worley, via teleconference
Director V. Gee, via teleconference
Director M. Walsh, via teleconference
Director S. Morissette
Director R. Cacchioni
Director D. Langman
Director A. Morel
Director B. Taylor
Director G. Shaw
Director R. Dunsdon

Staff Present:

M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Corporate Officer
B. Ihlen, General Manager of Finance
J. Dougall, General Manager of Environmental Services
F. Maika, Corporate Communications Officer
G. Denkovski, Manager of Infrastructure and Sustainability

Call to Order-Manager of Corporate Administration/Corporate Officer

The Manager of Corporate Administration called the meeting to order at 6:00 p.m.

First Nations Acknowledgement-Manager of Corporate Administration

We acknowledge and appreciate that the land on which we gather once again is the traditional territory of the Syilx, Secwepemc, and Sinixt peoples.

Consideration of the Agenda-Manager of Corporate Administration/Corporate Officer

The agenda for the Regional District of Kootenay Boundary Board of Directors Statutory meeting of November 13, 2019 was presented.

Moved: Director Langman Seconded: Director Russell

That the agenda for the Regional District of Kootenay Boundary Board of Directors Statutory meeting of November 13, 2019 be adopted as presented.

Carried.

Election of Board Chair for the Year 2020

Conducted by the Manager of Corporate Administration/Corporate Officer.

(1 vote per Director)

The Manager of Corporate Administration explained the process for electing the RDKB Board Chair for the Year 2020 and she called a first time for nominations for position of Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2020.

Moved: Director Dunsdon

That Director Russell be nominated for the position of Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2020.

Director Russell accepted the nomination.

The Manager of Corporate Administration called a second time for nominations for the position of Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2020.

Moved: Director Morissette

That Director Langman be nominated for the position of Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2020.

Director Langman accepted the nomination.

The Manager of Corporate Administration called a third and final time for nominations for the position of Chair of the RDKB Board of Directors for the Year 2020. Hearing none, she closed the nominations.

In alphabetical order, the Directors nominated for the position of Board Chair were each given an opportunity to address the Board.

Pursuant to Board policy, secret ballots were distributed and a vote was held for the position of Chair. After a tally of the votes, the Manager of Corporate Administration declared that Director Langman was elected for the position of Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2020.

Moved: Director Grieve Seconded: Director Worley

That the ballots be destroyed.

Carried.

Election of Board Vice Chair for the Year 2020

Conducted by the Manager of Corporate Administration/Corporate Officer
(1 vote per Director)

The Manager of Corporate Administration advised that the process for nominating and electing the position of Board Vice Chair is the same as that for electing the Board Chair and she called a first time for nominations for the position of Vice Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2020.

Moved: Director Gee

That Director Russell be nominated for the position of Vice Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2020.

Director Russell declined the nomination.

The Manager of Corporate Administration called a second time for nominations for the position of Vice Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2020.

Moved: Director Langman

That Director McGregor be nominated for the position of Vice Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2020.

Carried.

Director McGregor accepted the nomination.

The Manager of Corporate Administration called a third and final time for nominations for the position of Vice Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2020. Hearing none, she closed the nominations and declared Director McGregor the Regional District of Kootenay Boundary Board of Directors Vice Chair for the Year 2020 by acclamation.

Turn the Meeting Over to the Chair

The Manager of Corporate Administration turned the meeting over to Chair Langman.

Banks**Financial Institutions for the Year 2020****RDKB:** Canadian Imperial Bank of Commerce (CIBC)-Trail, BC**Grand Forks Recreation:** Canadian Imperial Bank of Commerce (CIBC)-Grand Forks, BC**Beaver Valley Regional Trails and Regional Parks:** Kootenay Savings Credit Union (KSCU)-Fruitvale, BC**Other:** Heritage Savings & Credit Union (HSCU)-Greenwood, BC

Moved: Director Grieve Seconded: Director Taylor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors appoint the Canadian Imperial Bank of Commerce, Trail, BC; Canadian Imperial Bank of Commerce, Grand Forks, BC; Kootenay Savings Credit Union; Fruitvale, BC and the Heritage Savings and Credit Union; Greenwood, BC as the RDKB's Financial Institutions for the Year 2020.

Carried.

Signing Authority for the Year 2020**Appointments - Signing Authority and Directors at Large**

Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors appoints the Board Chair, Board Vice Chair, Finance Liaison, Chief Administrative Officer, Deputy Chief Administrative Officer, General Manager of Finance and Financial Services Manager as RDKB signing authorities for the Year 2020.

FURTHER that the Board also appoint Directors Morissette, Cacchioni and Morel as the three (East-End) Directors at Large Signing Authorities.

Carried.

Board Appointments (Other)**Municipal Finance Authority (MFA)**

Moved: Director Cacchioni Seconded: Director Taylor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors appoints the Board Chair, Director Langman to the Municipal Finance Authority for the Year 2020. **FURTHER** that Board Vice Chair, Director McGregor be appointed as the Alternate.

Carried.

Municipal Insurance Association (MIA)

Board Chair and Appointed Board Member as Alternate

Moved: Director Worley Seconded: Director Grieve

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors appoints the Board Chair, Director Langman to the Municipal Insurance Association for the Year 2020. **FURTHER** that the Board appoint the Board Vice Chair, Director McGregor as the Alternate.

Carried.

Chair Appointments to Standing Committees

The Board Chair's appointments will be announced at a later date.

Late (Emergent) Items

K. Anderson, Watershed Planner

Re: Kettle River Watershed Advisory Council Membership

Moved: Director Dunsdon Seconded: Director Worley

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors appoint the following individuals, and their Alternates to the Kettle River Watershed Advisory Council for a two year term: Ron Palmer (Alternate: Bill Sperling), Scott Leslie (Alternate: Brad White), Dan MacMaster (Alternate: Peter Flett), Randy Trerise (Alternate: David Anderson), Christine Elsaesser (Alternate: Fred Elsaesser), Maurice Valcourt, Al Wait (Alternate: Ellen Clements), Chris Mehamal, Jamie Haynes (Alternate: Doug Fossen), Frank Van Oyen, Suzanne Adrain-Vincent (Alternate: Brenda LaCroix), Jennifer Houghton (Alternate: Roy Schiesser), Ciel Sander, Barry Noll (Alternate: Doug Zorn), Kathy O'Malley, Mike Jones, Barb Stewart and Dan Collen.

Carried.

Discussion of Items for Future Meetings

Review and discuss the First Nations/Indigenous Peoples acknowledgement.

Question Period for Public and Media

A question period was not necessary.

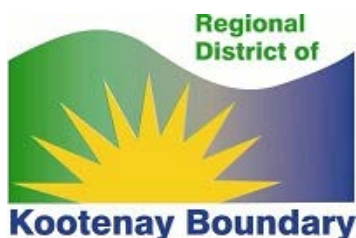
Closed Meeting

A closed meeting was not required.

Adjournment

There being no further business to discuss, the meeting was adjourned (time: 6:26 p.m.).

TL

**STAFF REPORT****Date:** November 21st, 2019**File** #190304**To:** Chair Diane Langman and Members of
the RDKB Board of Directors**From:** Chris Marsh,
Boundary Flood Recovery Manager /
Manager of Emergency Programs**Re: KETTLE RIVER POST-FLOOD HOME DEMOLITIONS - NOVEMBER UPDATE****Issue Introduction**

A staff report from Chris Marsh, Manager of Emergency Programs describing the current status and future plans for the demolition of two homes on the Kettle River, southwest of Grand Forks.

History/Background Factors

Catastrophic flooding along the Kettle River in May of 2018 caused extreme erosion along a number of river reaches. For two particular properties – 2495 Almond Gardens Rd E and 5925 Danish Road – the erosion was so extreme that it caused portions of the properties and homes to fall into the river, with further collapse imminent. Evacuation orders have remained for these properties since May of 2018. Over the course of the last 18 months, many options have been examined – from securing these homes in place, to moving the homes. None of these solutions proved to be viable because of the complexity of the eroding banks or available funding. As a result of a variety of factors, the only feasible and fundable option at this point is to demolish these homes.

The demolition project for the home at 5925 Danish Road is now almost complete, with only the foundation removal and final site remediation left. Once the work is complete, the evacuation order for the property will be lifted.

The tender period for the home at 2495 Almond Gardens Rd E has closed, and the project was awarded to Hydraclean Restoration Services Ltd of Grand Forks, BC. The project is estimated to cost \$148,500. The EM program has received funding approval

from Emergency Management BC. There were two compliant bids for the project, and one denied due to an incomplete submission.

This home will be deconstructed, with the building materials transferred to the property owner. Interior fixtures will be removed and then the home will be deconstructed piece by piece. This supports the wishes of the property owner, and meets the requirements asked of the RDKB by the Ministry of Environment in the protection of the Kettle River.

Implications

The Emergency Management program, the Planning department, and the Finance department have all been greatly impacted by the ongoing workload associated with this project. Building inspection will also play a role in this project.

Advancement of Strategic Planning Goals

We will ensure we are responsible and proactive in funding our services.

Alternatives

There are no alternative options recommended with this report.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors support the planned approach to this demolition project as described in the report titled 'Kettle River post-flood home demolitions- November update'

Further that, with the approval of funding from Emergency Management BC for all demolitions costs, that staff award the contract for all works necessary to complete the project, with the contract value known to be excess of \$100,000.

Further that, staff will provide further progress reports and updates to the Board of Directors during the progression of the projects through the fall/winter of 2019/2020.



Agricultural Land Commission
201 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000
Fax: 604 660-7033
www.alc.gov.bc.ca

November 6, 2019

ALC File: 57919

David Reid
DELIVERED ELECTRONICALLY

Dear David Reid:

Re: Application 57919 to exclude land from the Agricultural Land Reserve

Please find attached the Reasons for Decision of the Executive Committee for the above noted application (Resolution #403/2019). As agent, it is your responsibility to notify the applicants accordingly.

Request for Reconsideration of a Decision

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to Mike Bandy at ALC.Kootenay@gov.bc.ca.

Yours truly,

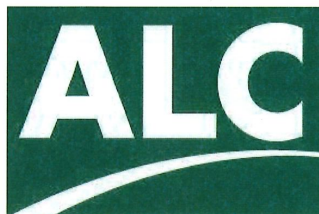
A handwritten signature in black ink, appearing to read 'M Bandy', is written over a light blue horizontal line.

Mike Bandy, Land Use Planner

Enclosure: Reasons for Decision (Resolution #403/2019)

cc: Regional District of Kootenay Boundary, Attn: Ken Gobeil (File: D-332-02612.050)

57919d1



AGRICULTURAL LAND COMMISSION FILE 57919
REASONS FOR DECISION OF THE EXECUTIVE COMMITTEE

Exclusion Application Submitted Under s. 30(1) of the *Agricultural Land Commission Act*

Applicants:

Nicole Reid
David Reid

Agent:

David Reid

Property:

Parcel Identifier: 014-777-461
Legal Description: That Part of District Lot 332
Shown Outlined in Red on Plan B352;
Similkameen Division, Yale District, Except Plan
H8169
Civic: 8650 Henderson Road, Grand Forks, BC
Area: 1.6 ha (1.4 ha in ALR)

Executive Committee:

Jennifer Dyson, Chair
Ione Smith, South Coast Panel Chair
Linda Michaluk, Island Panel Chair
Gerry Zimmerman, Okanagan Panel Chair
Dave Zehnder, Kootenay Panel Chair
Janice Tapp, North Panel Chair
Rick Mumford, Interior Panel Chair



OVERVIEW

- [1] The Property is located partially within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act* (ALCA). 1.4 ha of the 1.6 ha Property is within the ALR (the "Proposal Area"), while a small portion (0.2 ha) along the eastern boundary of the Property is outside of the ALR.
- [2] Pursuant to s. 30(1) of the ALCA, the Applicants are applying to the Agricultural Land Commission (the "Commission") to exclude the 1.4 ha Proposal Area from the ALR to facilitate subdivision of the Property (the "Proposal").
- [3] The Property is bisected by North Fork Road. The Applicants' residence is located south of the road, while the portion of the Property to the north of the road is unused.
- [4] The Applicants' intent is ultimately to subdivide the Property along North Fork Road, creating two lots: a 1.0 ha lot north of the road, and a 0.6 ha lot to the south (the "Alternate Proposal"). The Executive Committee considered that the Applicants could also pursue subdivision of the Property by submitting a subdivision application to the Commission, as an alternative to the Proposal to exclude the Property. In this case, the Executive Committee deemed it appropriate to address the Alternate Proposal in addition to the Proposal.
- [5] The first issue the Executive Committee considered is whether the Proposal Area is appropriately designated as ALR and should remain in the ALR.
- [6] The second issue the Executive Committee considered is whether the Alternate Proposal to subdivide the Property would impact the agricultural utility of the Property.
- [7] The Proposal was considered in the context of the purposes of the Commission set out in s. 6 of the ALCA. These purposes are:
- (a) to preserve the agricultural land reserve;



- (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,
- (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.

EVIDENTIARY RECORD

- [8] The Proposal along with related documentation from the Applicants, Agent, local government, and Commission is collectively referred to as the "Application". All documentation in the Application was disclosed to the Agent in advance of this decision.
- [9] On August 21, 2019, the Panel conducted a meeting with the Applicant at via teleconference (the "Applicant Meeting"). An applicant meeting report was prepared and was certified as accurately reflecting the observations and discussions of the Applicant Meeting by the Agent on September 3, 2019 (the "Applicant Meeting Report").

BACKGROUND

- [10] At its meeting of January 31, 2019, the Regional District of Kootenay Boundary (RDKB) Board resolved to forward the Application to the Commission with support. In the RDKB staff report dated January 8, 2019, RDKB planning staff recommended support of the proposed exclusion, but noted that subdivision of the Property would require amendments to the Property's zoning and Official Community Plan designation.

EVIDENCE AND FINDINGS

- [11] The Application was submitted on October 23, 2018 and was forwarded to the Commission by the RDKB on February 2, 2019. Subsequently, on February 22, 2019, the ALCA was amended and changes were made to its regulations. The Applicant was given an opportunity to make written submissions relating to the amendment of the ALCA and changes to its regulations as it relates to this application.



Issue 1: Whether the Proposal Area is appropriately designated as ALR.

[12] To assess agricultural capability of the Proposal Area, the Executive Committee referred in part to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system. The improved agricultural capability rating applicable to the Proposal Area is Class 4, more specifically, (4MF).

Class 4 - land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.

The limiting subclasses associated with this parcel of land are F (low fertility), and M (moisture deficiency).

[13] In addition, the Panel received a professional Agrologist's report, prepared by David Yole, dated October 3, 2018 (the "Yole Report"). The Yole Report remapped the Property's agricultural capability based on an on-site soil survey. The Yole Report submits that the Property's unimproved agricultural capability rating is 91 percent Class 6 with a small area (9 percent) of Class 3 land in the centre of the northern portion of the Property. The Yole Report submits that the Property's limiting subclasses are A (aridity), P (stoniness), and D (undesirable soil structure).

[14] The Yole Report does not include improved agricultural ratings, but states that improvement to the Property's moisture limitation is possible with irrigation, though water may be in short supply in late season periods. The Agent suggested during the Applicant Meeting that access to water for irrigation is likely not an issue for the Property, as neighbouring properties have good water sources.

[15] Based on the agricultural capability ratings, the Yole Report, and comments from the Agent, the Executive Committee finds that the Proposal Area has secondary agricultural capability and is capable of supporting a limited range of small-scale soil-bound crops, in



addition to a range of non-soil bound agricultural activities. The Executive Committee finds that the agricultural capability of the Proposal Area could be improved with irrigation.

[16] The Executive Committee notes that there is a considerable amount of residential development in the surrounding area, and the Proposal Area forms part of a narrow belt of ALR that connects agricultural properties to the north and south. The Executive Committee finds that the Proposal would erode the integrity of the ALR boundary and contribute to further intrusion of residential uses into the area, and further isolation of ALR land to the south of the Property.

[17] The Executive Committee finds that, based on the Proposal Area's potential for small-scale agricultural uses, and the Proposal Area's function in preserving the integrity of the ALR boundary, the Proposal Area is appropriately designated as ALR and should remain in the ALR.

Issue 2: Whether the Alternate Proposal to subdivide the Property would impact the agricultural utility of the Property.

[18] The Application submits that the separation of the Property by North Fork Road effectively creates two parcels. The Yole Report concludes that "there would appear to be no real loss in farmable area of these lands contained in the ALR by allowing a subdivision that would allow for exclusion of any of the Reid land holdings from the ALR."

[19] The Executive Committee considered that, in its current configuration, the Property could be utilized for small-scale agricultural pursuits. The Executive Committee does not consider North Fork Road to be a significant barrier to utilizing the Property as an agricultural unit.

[20] The Executive Committee recognizes that the agricultural potential of the Property is limited by its size, but considers that the Alternate Proposal would create even smaller lots and would allow for construction of a residence and related infrastructure on the new lot, resulting in the loss of additional farmable land. The Executive Committee finds that the subdivision would further increase the likelihood that the Property is used exclusively for residential purposes. The Executive Committee finds that the Property has the most

ALC File 57919 Reasons for Decision

agricultural potential in its current configuration, and that the Alternate Proposal would negatively impact the agricultural utility of the Property.

DECISION

[21] For the reasons given above, the Executive Committee refuses the Proposal to exclude 1.4 ha of land from the ALR to facilitate subdivision of the Property. The Executive Committee also refuses the Alternate Proposal to subdivide the Property into two lots bisected by North Fork Road.

[22] These are the unanimous reasons of the Executive Committee.

[23] A decision of the Executive Committee is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

[24] Resolution #403/2019
Released on November 6, 2019

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Jennifer Dyson, Chair

On behalf of the Executive Committee



November 20, 2019

Ref: 248582

Roly Russell
Chair
Regional District of Kootenay Boundary
202-843 Rossland Ave
Trail BC V1R 4S8

Dear Chair Russell:

I am pleased to provide a response to your letter dated April 12, 2019, which requested funding to assess and study the community issues at Big White Ski Resort. The ministry has received and reviewed the proposed approach to the study, which outlines the roles and responsibilities of the Regional District and the Provincial Government.

I am satisfied with the key milestones, objectives, and scope of work that has been discussed, and I am pleased that both the Regional District of Kootenay Boundary (RDKB) and the Big White community support the aims of this study. This issues assessment study provides an opportunity for the RDKB and the Big White community to explore the current governance and services framework in the area and to identify potential gaps in governance and service delivery.

As such, I am pleased to advise that I have approved a restructure planning grant, in the amount of \$30,000 (net of GST), as follows:

Big White Community Issues Assessment Commitment # 51RS2002	2019/20	\$30,000
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The purpose of the grant is to fund a study collecting baseline local governance information in the Big White community and includes public and stakeholder outreach. The intention is that this work will clarify for the residents and businesses of Big White their current level of service provision and potential governance and service options within the current regional district governance model.

I have asked Ministry of Municipal Affairs and Housing staff to work with your administration to finalize Terms of Reference to clarify the details of the study. Your contact for the project is David Van Ommen,

.../2

**Ministry of Municipal Affairs
and Housing**

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC V8V 1X4

<http://www.gov.bc.ca/mah>

Page 2

Senior Planning Analyst. Mr. Van Ommen can be reached by telephone at: 778 698-3214, or by email at: David.VanOmmen@gov.bc.ca.

Once the terms of reference are finalized, your administration will receive a letter and cost share agreement specifying the terms and conditions of the grant, as well as timelines for deliverables and payments. The agreement should be signed by the Chief Administrative Officer and returned to the ministry to indicate acceptance of the terms and conditions before funds are committed and payments can be made.

Mr. Van Ommen will be in touch with RDKB staff shortly to discuss the Terms of Reference and arrange for the transfer of funds.

Sincerely,

A handwritten signature in blue ink, appearing to read 'SR', is positioned above the printed name and title of the signatory.

Selina Robinson
Minister

pc: Mark Andison, Chief Administrative Officer, Regional District of Kootenay Boundary

David Van Ommen, Senior Planning Analyst, Governance and Structure
Local Government Division

Directors of the Regional District of Kootenay Boundary:

I am following up on my submission of Aug 13th. Since that time, the Groundwater Extraction resolution was passed with strong support at the UBCM convention. I was very pleased with that result and I am grateful for your support of that resolution. We are now working hard to have the resolution acted on by the provincial government. We are aware of two recent groundwater bottling proposals in the Kootenay area, in Golden and Canal Flats, which further emphasizes the urgency of taking action to stop water bottling of our groundwater for commercial sale or export. In light of this activity since my original submission, and taking into consideration the huge support for climate marches in Vancouver and around BC I am asking you to reconsider my request to amend your bylaws to prohibit the bottling of groundwater in any of your zoning (if your bylaws currently allow bottling). The provincial government is not obligated to act on the Groundwater resolution, therefore I am asking that you take the steps that are within your jurisdiction to help protect against the bottling of groundwater.

Thank you for your consideration of my requests, and please forgive me, and accept my gratitude, if your bylaws already prohibit water bottling, but I find it challenging to review and interpret the bylaws of every UBCM community during this campaign.

Bruce Gibbons

Presentation to the Regional District of Kootenay Boundary

August 9, 2019

Directors and staff of the Regional District of Kootenay Boundary

Request to change the zoning bylaws of the Regional District of Kootenay Boundary to prohibit the bottling of groundwater for commercial sale or bulk export

My name is Bruce Gibbons, and I live in Merville in the Comox Valley. I am submitting this request to address council about the issue of protecting groundwater all over British Columbia. In November of 2017, the Provincial Government approved a groundwater extraction licence for a resident of Merville, in the Comox Valley, to extract up to 10,000 liters of water per day from the Comox Valley aquifer, and bottle and sell that water. That was the moment we realized our groundwater was under threat from a new source. Under the 2016 Water Sustainability Act the provincial government has targeted our groundwater for extraction and commercial sale or bulk export. The provincial government continues to approve water extraction licences for groundwater in many areas of BC. Bottling of groundwater is extremely profitable for the licence holder, whether it is bottled on-site or trucked to a suitable bottling site. That is why we are campaigning to ask British Columbia communities to revise their bylaws to prevent water licence holders from bottling their water and asking those communities to also support the Strathcona Regional District resolution that was passed unanimously at the Association of Vancouver Island and Coastal Communities (AVICC) convention in April, and will be presented at the UBCM convention in September. The effects of climate change and the increasing demands of population growth are putting increasing demands on existing water sources for cities and groundwater will likely become more critical. Many communities/cities are becoming more conscious of treating groundwater as a critical natural asset.

I am the founder of a group called Merville Water Guardians. I formed the group in March 2018 to oppose the water licence in Merville, oppose the rezoning application and to achieve reforms to the Water Sustainability Act to protect the groundwater aquifers of BC. In March of this year we presented a petition with approximately 1,200 signatures in the BC Legislature, asking the BC Government to stop approving licences to bottle and sell water from all aquifers in BC. We have also posted that petition online in support of the paper petition, and it has approximately 1,400 signatures to date. Water is becoming a critical issue all over the world, and British Columbia is no exception. We just experienced a severe winter drought in many areas of BC, with water levels recorded at record lows. In the past few years we have seen prolonged summer drought, with serious repercussions to our rivers, streams and lakes and to the fish and fish habitat in those waterways. Rain events are less frequent during those drought periods, but are also more severe and extreme, causing serious run-off, flooding and erosion and not the typical behaviour associated with aquifer recharge. Our supporters and followers in the Comox Valley tell us that water, and the protection of our water was a big issue in the recent local elections and will be a huge issue in the next provincial election.

Approximately 22% of British Columbians, over a million people, rely on aquifers, or groundwater, for their only source of water for their personal needs and for producing food. If that water supply is depleted, then those millions of residents and farmers will not be able to look after their personal needs for drinking water, sanitation, growing their backyard gardens or growing their crops and raising their livestock. That would put our food security at risk. Without water, farmers cannot produce our food, the local food that so many people want and rely on. That applies to aquifers all over Vancouver Island and mainland British Columbia. Without water, there is no life. Population growth is putting more demand on the aquifers and we are already seeing the negative effects of climate change impact the quality and quantity of water in the summer drought period. We experienced level 4 drought all over Vancouver Island and in many other areas of BC this past summer. We have seen record dry months and record heat and every indication is that these changes are here to stay and will likely only get worse. Many areas of BC have had record low months of rainfall and have record low levels of water in their drinking water systems for this time of year. A Level 3 drought has been declared in some areas. This is causing grave concern over water supply in the coming summer drought period. Residents and farmers are being told to seriously conserve water. Yet we have provincial water licence holders for commercial profit who continue the extraction of water from the aquifers we all rely on despite the level 4 drought, and despite government precedence procedures. Climate change is causing glaciers to recede and shrink. Snow-packs in the mountains are diminishing. Those two factors alone are causing surface water volumes to shrink, and since those two sources are also part of the recharge system for groundwater, the normal recharge of groundwater is in question.

The Ministry of Environment and Climate Change Strategy just recently released a Climate Risk Assessment. The key findings of the assessment were:

- The greatest risks to B.C. are severe wildfire season, **seasonal water shortage**, heat wave, ocean acidification, **glacier loss**, and **long-term water shortage**.
- Other risks that have the potential to result in significant consequences include severe river flooding and severe coastal storm surge, although these events are less likely to occur.
- Nearly all risk event scenarios (except moderate flooding and extreme precipitation and landslide) would have major province-wide consequences in at least one category.

At some point, communities will need to rely on our aquifers for community water supplies when surface water systems become depleted or tainted. There is not enough information known about our aquifers to risk bottling and selling any of the water. The FLNRORD Ministry licence approval in Merville relied on old data, and technical calculations but did not consider climate change that is producing extended periods of serious drought, putting rivers, streams, fish habitat and fish stocks at risk. It did not consider serious impacts from receding glaciers and diminishing snowpack. The Ministry of Environment is espousing the risks of climate change while the FLNRORD Ministry is ignoring those risks and approving licences for the bottling of groundwater. It is clear from worldwide data that groundwater is being dangerously depleted by over-pumping, mismanagement and corporate greed. In countries like India, Morocco, Peru and even closer to home in California there are water crisis situations caused by mismanaging water resources. It is critical for us to take serious steps to start the process for managing and protecting our groundwater.

In the meantime, there is an existing, real threat to the groundwater of British Columbia since the provincial government continues to approve extraction licences for bottling and commercial sale or bulk export. We have campaigned with two specific goals.

1. Lobby the provincial government to stop approving licences for the extraction, bottling and sale or bulk export of groundwater.
 - a. The provincial government controls the approval of extraction licences; therefore, it is the provincial government who can stop the approval. We fully realize the Merville licence volume was not significant, but we are concerned about the precedent such a licence sets and concerned about future increases of the licence volume and/or the sale of the property, with the licence, to a large corporation where the possibility exists of the volume increasing from 10,000 liters to millions of liters. We are also aware that water bottling is not the worst offender when it comes to groundwater depletion. Both industrial use and farm use are significant, and we also need to take a hard look at improving the efficiency of both industrial and farm use of groundwater. Prohibition of the bottling and commercial sale of groundwater is a relatively quick and easy first step.
2. Lobby local governments to take local action to control activities that are within their purview. Local governments can control the type of business that is conducted in their jurisdiction by creating bylaws that permit or prohibit specific uses, including the prohibition of the bottling of groundwater in all zones. We have lobbied all the communities of the Association of Vancouver Island and Coastal Communities (AVICC) to change their bylaws to prohibit the bottling of groundwater in their zoning bylaws. We are pleased to see that numerous communities of the AVICC already prohibit the bottling of groundwater, several communities have already acted on our request to change their bylaws and numerous other communities are in the process of changing their bylaws or are considering the change. We are now in the process of contacting all member communities of the UBCM, asking for consideration of our request to change their bylaws to prohibit the bottling of groundwater. This step is critical, since there are no guarantees that the provincial government will act on a resolution raised by the UBCM.

We have been working with the Strathcona Regional District (SRD), since Sept 2018. We worked with SRD Directors to help draft a resolution and that resolution was presented to the Association of Vancouver Island and Coastal Communities (AVICC) convention in April, asking the provincial government to cease approval of licences for bottling of groundwater for commercial sale or bulk export. The AVICC delegates voted unanimously to pass the resolution. We are pleased to note the resolution has been accepted for the agenda of the UBCM convention in September and we are encouraging all UBCM member communities to support and vote in favor of adopting the resolution to be presented to the provincial government.

I have 2 requests for the Regional District of Kootenay Boundary.

- 1) that you consider taking the necessary steps to implement a bylaw that expressly prohibits bottling of groundwater in any of your zoning, to help in the fight to protect our groundwater/aquifers for the use of our residents and farmers today and for our children and grandchildren and great grandchildren in the future.
- 2) I also ask that the City support the Strathcona Regional District/AVICC resolution at the September UBCM convention, to ask the Provincial Government to cease the approval of licences for commercial extraction of groundwater resources for bottling and commercial sale or bulk water export.

Strathcona Regional District Water Protection Resolution

WHEREAS water is an essential resource upon which all life, including all ecosystems and all local communities depend,

AND WHEREAS water is a public heritage and a public trust for present and future generations and access to water must not be compromised by commercial operations relating to commercial water bottling or commercial bulk water exports,

THEREFORE BE IT RESOLVED that the Premier of British Columbia and the Minister of Forests, Lands, Natural Resource Operations and Rural Development be requested to immediately cease the licensing and extraction of groundwater for commercial water bottling and/or bulk water exports from aquifers.

We cannot allow water bottling from our aquifers based on theory and calculations. The consequences of being wrong could be catastrophic. We will continue to do our part to lobby and work with the Provincial Government, who have jurisdiction over groundwater licencing, and to support the Strathcona resolution to cease the approval of licences for groundwater extraction for bottling or bulk sales. We would sincerely appreciate the support of the Regional District of Kootenay Boundary in protecting the above ground uses of our groundwater by preventing anyone from bottling and selling water from any aquifer in BC. I implore you to talk to and work with the Strathcona Regional District to protect the aquifers of British Columbia. Water is our most precious resource. Water is life. We must do everything we can to protect and conserve it. Thank you for your time and your consideration.

Bruce Gibbons

Merville Water Guardians

2470 Sackville Road

Merville, BC V0R2M0 250-702-1672

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning and Development	13
Subsection:	General	6410
Title:	Water Extraction for the Purpose of Commercial Bottled Water Sales	10

1.0 POLICY

The Sunshine Coast Regional District does not support the extraction of fresh water resources in gas, liquid or solid form from surface or groundwater for the purpose of commercial bottled water sales.

3.0 SCOPE

This Policy applies to all streams, lakes, groundwater, and wells within the Sunshine Coast Regional District.

4.0 REASON FOR POLICY

The Sunshine Coast Regional District supports water conservation, solid waste reduction goals, greenhouse gas emission reduction goals, healthy community water infrastructure and protecting the environment for a sustainable future. This policy serves to conserve water in its natural state, to address local and international environmental issues and to support safe, low cost, clean water for communities.

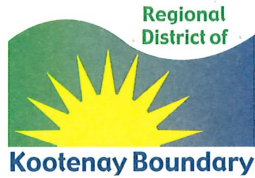
5.0 AUTHORITY TO ACT

Retained by the Board in part and delegated to staff in part.

6.0 PROCEDURE

Do not support any application to Provincial and Federal agencies for the extraction of fresh water resources in gas, liquid or solid form for the purpose of commercial bottled water sales.

Approval Date:	February 24, 2011	Resolution No.	088/11 rec. no. 9
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



November 22, 2019

Johnny Strilaeff, President & CEO
Board of Directors
Columbia Basin Trust
Suite 300 – 445 13 Ave.
Castlegar, BC V1N 1G1

Dear Mr. Strilaeff and Board of Directors,

On behalf of the Regional District of Kootenay Boundary, I wanted to reach out to acknowledge and thank Ms. Audrey Repin for all the good work she accomplished in bringing the Beaver Creek Arbor project together. The work that she did to bring five First Nations together and the countless number of hours spent gathering their input, their acceptance of the project, and then to have them attend the grand opening of the arbor was a tremendous achievement.

The Regional District of Kootenay Boundary acknowledges the need to advance improved relationships with First Nations in our region and Ms. Repin's work on this has been commendable. It is amazing to see the work she has done to build relationships with First Nations in advance of our Provincial government adopting UNDRIP. It demonstrates her commitment and drive - this is not just about "ticking a box", but truly is her passion.

As Ms. Repin has reminded us, we are only at the beginning of the reconciliation process and still have much work to do. As Ms. Repin has stated, "First, we must understand the truth".

Thank you Ms. Repin for your wonderful work on the Beaver Creek Arbour Legacy Project!

Sincerely,

Diane Langman
Chair, Regional District of Kootenay Boundary Board

CC Audrey Repin



Regional District of Kootenay Boundary

Cheque Register-Summary for month of October 2019

Cheque Date	Supplier	Name	Amount
2019-10-04	0731689	0731689 BC LTD DBA INTERIOR SIGNS	514.50
2019-10-18	0731689	0731689 BC LTD DBA INTERIOR SIGNS	31.50
2019-10-04	1040215	1040215 BC LTD CHRISTINA LAKE CANCO	592.69
2019-10-25	1040215	1040215 BC LTD CHRISTINA LAKE CANCO	498.06
2019-10-18	ACT015	ACTON, DAMON	82.50
2019-10-18	ARE020	AERO GEOMETRICS LTD.	23,625.00
2019-10-04	ALB020	ALBERTA FIRE CHIEFS ASSOCIATION	579.35
2019-10-25	ASS090	ASSOCIATED ENVIRONMENTAL	3,376.80
2019-10-18	BAR014	BARMAC COATINGS INC	1,036.10
2019-10-25	BAU030	BAULNE, CHELAN, 'IN TRUST'	204.05
2019-10-16	LAN030	BC LAND TITLE & SURVEY AUTHORITY	1,000.00
2019-10-25	BCO020	BC ONE CALL LIMITED C/O HUGHESMAN	118.13
2019-10-04	BEA032	BEAVER VALLEY LIONS PARK SOCIETY	10,000.00
2019-10-11	BEA150	BEAVER VALLEY NITEHAWKS	625.00
2019-10-25	BEA670	BEAVERDELL COMMUNITY CENTRE &	539.92
2019-10-18	BEL070	BELL MEDIA RADIO GP	214.20
2019-10-04	BEL110	BELL MOBILITY INC.	197.86
2019-10-25	BEL110	BELL MOBILITY INC.	196.00
2019-10-11	BEL015	BELTERRA CORPORATION	2,249.49
2019-10-04	BER080	BERGENDAHL, FRANZ	500.00
2019-10-11	BIP010	BI PURE WATER	162.25
2019-10-11	BIG011	BIG WHITE LOCK AND REPAIR	640.50
2019-10-11	BIG055	BIG WHITE MOUNTAIN COMMUNITY	5,000.00
2019-10-25	BOU171	BLACK PRESS DBA BOUNDARY CREEK	52.50
2019-10-25	GRA270	BLACK PRESS DBA GRAND FORKS	68.88
2019-10-25	BLA009	BLACK, STEPHANIE	21.00
2019-10-25	BLA140	BLARNEY HOLDINGS INC.	495.28
2019-10-04	GOS015	BLESSINGS GOSPEL CHAPEL	5,000.00
2019-10-04	BOR140	BORUCK, JOANNA	48.40
2019-10-18	BOU052	BOUNDARY AREA DISTRICT ATHLETIC	9,381.00
2019-10-25	BOU052	BOUNDARY AREA DISTRICT ATHLETIC	12,000.00
2019-10-04	BOU470	BOUNDARY COMMUNITY FOOD BANK	2,699.00
2019-10-11	BOU460	BOUNDARY EXCAVATING	1,680.00
2019-10-04	BOW040	BOWMAN, KARLEE	28.00
2019-10-04	BOW080	BOWMAN, KARLEE, IN TRUST	117.69
2019-10-25	BRI260	BRITISH COLUMBIA ECONOMIC	9,450.00
2019-10-25	SIL070	C. MIDDLETON DBA SILVERFERN	1,783.04
2019-10-04	CAF010	CAFE MICHAEL LTD.	178.50
2019-10-25	CAM070	CAM CAMPBELL HOLDINGS LTD.	19,786.45

Regional District of Kootenay Boundary

Cheque Register-Summary for month of October 2019

Cheque Date	Supplier	Name	Amount
2019-10-04	CAN042	CAN BRIGHT ENTERPRISES	740.32
2019-10-18	CAN032	CANADAFIT	4,978.40
2019-10-18	CAN060	CANADIAN RED CROSS	30.00
2019-10-11	CAN044	CANGAS PROPANE	1,020.98
2019-10-25	CAR011	CAREER DEVELOPMENT SERVICES	10,000.00
2019-10-04	CHA080	CHAMPION LAKES GOLF AND COUNTRY	11,250.00
2019-10-25	CHR010	CHRISTINA LAKE COMMUNITY	600.00
2019-10-25	CHR430	CHRISTINA LAKE PORTA POTTY & RV	750.00
2019-10-25	CIE020	CI EXCAVATING	275.63
2019-10-04	CIB010	CIBC VISA	5,045.65
2019-10-11	GRA010	CITY OF GRAND FORKS	420,750.00
2019-10-11	GRA010	CITY OF GRAND FORKS	1,480,050.00
2019-10-04	NAN010	CITY OF NANAIMO	132.30
2019-10-11	NAN010	CITY OF NANAIMO	3,228.75
2019-10-25	CIV040	CIVIC LEGAL LLP	6,913.78
2019-10-04	COL021	COLBACHINI, RANDY, R.	50.00
2019-10-25	COL026	COLUMBIA WIRELESS INC.	610.40
2019-10-18	COX010	COX, WENDY	137.98
2019-10-04	CRO050	CROSSMAN, STEVEN J.	552.75
2019-10-04	CUN010	CUNNINGHAM, JILL	313.89
2019-10-11	DAI001	DAINES, MARK	60.00
2019-10-11	DAN020	DANDY PLUMBING & HEATING	1,094.46
2019-10-11	DEA045	DEAN, MICHELE, 'IN TRUST'	226.21
2019-10-18	DEL070	DELL CANADA INC	2,410.15
2019-10-04	STA007	DESJARDINS CARD SERVICES	153.63
2019-10-25	DES060	DESROSIERS, HELEN J	100.00
2019-10-18	DRI001	DRINKWATER, LUCAS	50.00
2019-10-18	DUC010	DUCKWORTH, JAMES, G.	74.63
2019-10-04	EDW030	EDWARDS WILLIAM	134.75
2019-10-04	ERI002	ERICKSON, JIM	178.60
2019-10-11	EST010	ESTA TRADING CO. INC.	223.44
2019-10-25	FER001	FERRARO FOODS	110.15
2019-10-11	FLE015	FLEETCOR CANADA MASTERCARD	3,467.24
2019-10-18	FLE015	FLEETCOR CANADA MASTERCARD	356.28
2019-10-25	FLY010	FLYING STEAMSHOVEL	91.20
2019-10-18	FORGRA	FORTIS BC - FINANCIAL ACCOUNTING	467.25
2019-10-25	FRU020	FRUITVALE CO-OP	263.17
2019-10-25	FRU020	FRUITVALE CO-OP	258.30
2019-10-25	FRU020	FRUITVALE CO-OP	166.20

Regional District of Kootenay Boundary

Cheque Register-Summary for month of October 2019

Cheque Date	Supplier	Name	Amount
2019-10-25	FRU020	FRUITVALE CO-OP	56.72
2019-10-11	FRU070	FRUITVALE FIRE DEPT	442.00
2019-10-25	GAI010	GAIA PRINCIPLES IPM SERVICES	52.50
2019-10-18	GEA001	GEARY, JOEY	105.00
2019-10-11	GEN040	GENELLE VOLUNTEER FIRE DEPT	442.00
2019-10-25	GEN002	GENERATION TO GENERATION SOCIETY	10,000.00
2019-10-04	GLA050	GLACIER HONDA	556.29
2019-10-11	GLA040	GLACIER VALLEY TREE CARE LTD.	472.50
2019-10-11	GRA046	GRANBY WILDERNESS SOCIETY	10,000.00
2019-10-04	GRA530	GRAND FORKS & BOUNDARY REGIONAL	5,000.00
2019-10-04	GRA030	GRAND FORKS CURLING CLUB	183.75
2019-10-18	GRA030	GRAND FORKS CURLING CLUB	446.25
2019-10-04	GRA055	GRAND FORKS RENOVATION CENTRE	37.44
2019-10-11	GRA055	GRAND FORKS RENOVATION CENTRE	17.48
2019-10-18	GRA055	GRAND FORKS RENOVATION CENTRE	18.73
2019-10-11	GRE037	GREENWOOD SAW TO TRUCK REPAIRS	210.00
2019-10-25	GRE111	GREYSTONE PROMOTIONAL PRODUCTS	3,923.36
2019-10-25	H20010	H2O LOGICS INC.	65.80
2019-10-04	HAG060	HAGEL, SANDY	160.00
2019-10-04	HAL005	HALL, GUNNAR	242.58
2019-10-04	HAM030	HAMILTON, CHARLENE, ELAINE	134.26
2019-10-11	HAZ020	HAZZARD COUNTY MECHANICAL LTD	371.29
2019-10-04	HOM010	HOME DEPOT CREDIT SERVICES	173.21
2019-10-25	HOM020	HOMERS HYDROVAC SERVICES	3,118.50
2019-10-18	HUR015	HURLEY, AARON	91.85
2019-10-04	IHA010	IHAS, JODI	19.76
2019-10-18	IHA010	IHAS, JODI	20.38
2019-10-04	ING030	IN-GEAR MECHANICAL SERVICES LTD	16,473.65
2019-10-04	INL090	INLAND KENWORTH CASTLEGAR	37.86
2019-10-11	INL090	INLAND KENWORTH CASTLEGAR	353.87
2019-10-25	INL090	INLAND KENWORTH CASTLEGAR	127.71
2019-10-25	JOR002	JORDAN, ROSA	84.30
2019-10-18	KAL040	KAL TIRE	58.24
2019-10-04	KET080	KETTLE RIVER MECHANICAL	10,169.23
2019-10-11	KET002	KETTLE RIVER MUSEUM SOCIETY	5,000.00
2019-10-04	KIW020	KIWANIS CLUB OF TRAIL	3,800.00
2019-10-11	KOO034	KOOTENAY CAR CARE INC.	711.38
2019-10-11	KUC040	KUCHER, MARK	90.00
2019-10-04	KVC020	KVC INDUSTRIES	550.61

Regional District of Kootenay Boundary

Cheque Register-Summary for month of October 2019

Cheque Date	Supplier	Name	Amount
2019-10-11	LAF002	LAFRENIERE, BRADEN	46.00
2019-10-25	LAK060	LAKESIDE GENERAL STORE	547.16
2019-10-11	LEA001	LEAVITT, LEO	14.00
2019-10-11	LEB030	LEBER, ASHLEY	162.34
2019-10-18	LEM001	LEMIEUX, CURTIS	106.80
2019-10-18	LOW050	LOWENSTEIN, MISCHA	158.80
2019-10-18	MAL001	MALLACH, ANDY	125.00
2019-10-11	MAL030	MALLACH, JANINA	171.00
2019-10-04	MAR220	MARSHALL, FRED	175.43
2019-10-25	MAS010	MASSE ENVIRONMENTAL CONSULTANTS	685.13
2019-10-11	MCF010	MCFADDEN, STEPHEN K.	65.00
2019-10-18	MCL070	MCLEAN, KEN	525.00
2019-10-25	MER120	MERIDIAN ONECAP CREDIT CORP	468.28
2019-10-04	MID025	MIDWAY COMMUNITY ASSOCIATION	1,875.00
2019-10-04	MIN040	MINISTER OF FINANCE	114.37
2019-10-11	MIN040	MINISTER OF FINANCE	133.12
2019-10-18	MIN040	MINISTER OF FINANCE	122.85
2019-10-25	MIN030	MINISTER OF FINANCE	5,512.50
2019-10-25	MIN040	MINISTER OF FINANCE	439.67
2019-10-04	MIN005	MINISTRY OF FORESTS LANDS NATURAL	272.58
2019-10-11	MON040	MONTROSE FIRE DEPARTMENT	442.00
2019-10-11	MOT015	MOTION CANADA	271.94
2019-10-25	MOT015	MOTION CANADA	568.57
2019-10-25	MSC020	MSC ENTERPRISES LTD. C/O STEVE	2,098.03
2019-10-04	MUN003	MUNICIPAL PENSION PLAN 00151-	38,709.79
2019-10-18	MUN003	MUNICIPAL PENSION PLAN 00151-	38,199.27
2019-10-04	MUN002	MUNICIPAL PENSION PLAN 50151-	21,328.67
2019-10-18	MUN002	MUNICIPAL PENSION PLAN 50151-	21,141.97
2019-10-18	NUR010	NURNDY-FORFIRE EMERGENCY	1,787.00
2019-10-11	OHM020	OHM MEDICAL TRAINING SERVICES INC.	2,940.00
2019-10-04	OME020	OMEGA RESTAURANT	126.00
2019-10-18	PAC210	PACIFIC FIRST AID TRAINING & SUPPLIES	263.21
2019-10-25	PAT030	PATHWISE SOLUTIONS INC	4,263.00
2019-10-25	JOH300	PAUL JOHNSON	850.00
2019-10-04	PEN015	PENNEY, JENNIFER	70.00
2019-10-11	PET004	PETIT, PHILIP	4,955.40
2019-10-11	PET010	PETRO CANADA	5,052.57
2019-10-04	PIN002	PINSKY, LEONARD	174.88
2019-10-11	PLA100	PLANET CLEAN	65.53

Regional District of Kootenay Boundary

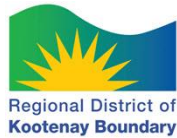
Cheque Register-Summary for month of October 2019

Cheque Date	Supplier	Name	Amount
2019-10-18	POT010	POTTER, HEATHER	588.87
2019-10-11	PUR020	PUROLATOR INC.	48.50
2019-10-25	PUR020	PUROLATOR INC.	109.84
2019-10-04	RAH001	RA HERFST STRUCTURAL ENGINEERS	754.69
2019-10-04	REC002	RECEIVER GENERAL	802.05
2019-10-18	REC002	RECEIVER GENERAL	802.05
2019-10-04	REC010	RECEIVER GENERAL FOR CANADA	92,552.42
2019-10-18	REC010	RECEIVER GENERAL FOR CANADA	84,800.79
2019-10-11	RED100	RED TAG FITNESS	7,426.14
2019-10-18	RED040	REDI ELECTRIC	567.00
2019-10-04	REG010	REGIONAL DISTRICT OF CENTRAL	455.70
2019-10-11	RID001	RIDEAU RECOGNITION SOLUTIONS INC.	627.20
2019-10-04	ROC240	ROCHESTER MIDLAND CANADA CORP.	210.00
2019-10-18	ROG021	ROGERS, KEVIN	67.10
2019-10-11	ROS140	ROSSLAND FIRE DEPT.	442.00
2019-10-17	SAN003	SANTA BARBARA CONTOL SYSTEMS	611.06
2019-10-11	SAV010	SAVAGE PLUMBING & HEATING	64.16
2019-10-25	SAV010	SAVAGE PLUMBING & HEATING	2,061.26
2019-10-25	SAV040	SAVE-ON-FOODS	10.43
2019-10-25	SEL010	SELECT OFFICE PRODUCTS	534.46
2019-10-25	SEL040	SELKIRK COLLEGE (CASTLEGAR)	5,000.00
2019-10-25	SHA010	SHANAHAN'S LTD.	12,107.20
2019-10-04	SHA030	SHAW CABLE	375.35
2019-10-25	SHA030	SHAW CABLE	187.48
2019-10-04	SHA070	SHAW, GERRY	96.20
2019-10-11	SIM070	SIMM, LARRY	90.00
2019-10-04	SMI004	SMITH, BENJAMIN	144.47
2019-10-04	SOC020	SOCIETA M.S. CRISTOFORO COLOMBO	1,276.50
2019-10-04	SPC010	SOCIETY FOR PREVENTION OF CRUELTY	7,437.00
2019-10-18	SPR040	SPRADO TOMAS, B	134.27
2019-10-11	STE160	STEFAN FRASER & ASSOCIATES INC	3,446.36
2019-10-11	STE130	STERICYCLE COMMUNICATION	888.82
2019-10-18	STE130	STERICYCLE COMMUNICATION	888.82
2019-10-11	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	9,177.67
2019-10-18	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	385.14
2019-10-25	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	111.16
2019-10-18	TEL050	TELUS COMMUNICATIONS CO. C/O	1,328.99
2019-10-04	TEL002	TELUS MOBILITY	7,103.43
2019-10-18	ARL010	THE ARLINGTON HOTEL	458.64

Regional District of Kootenay Boundary

Cheque Register-Summary for month of October 2019

Cheque Date	Supplier	Name	Amount
2019-10-11	THE420	THE BOARD ROOM CAFE	504.00
2019-10-25	THE420	THE BOARD ROOM CAFE	136.50
2019-10-11	BOR007	THE BORSCHT BOWL	168.00
2019-10-11	THE400	THE GRAND FORKS AUXILIARY TO THE	1,500.00
2019-10-18	THE010	THE SOURCE	78.39
2019-10-25	THE010	THE SOURCE	22.39
2019-10-18	THO130	THOMPSON OKANAGAN TOURISM	9,321.17
2019-10-25	THO130	THOMPSON OKANAGAN TOURISM	14,820.05
2019-10-25	TIL010	TILLER, MEGAN	113.98
2019-10-18	TOU005	TOURISM ROSSLAND SOCIETY	2,790.00
2019-10-18	TRA055	TRAIL ALLIANCE CHURCH	1,122.10
2019-10-04	TRA150	TRAIL MINOR BASEBALL	5,483.63
2019-10-11	TRA130	TRAIL TRANSIT SERVICES	567.00
2019-10-04	VAN003	VANCE, ASHLEY	33.25
2019-10-04	VER170	VERIGIN, ABBY, A.	50.00
2019-10-11	VIS050	VISTA RADIO LTD.	894.13
2019-10-18	WEI030	WEIGEL, SHELDON	215.00
2019-10-11	WES100	WESCO DISTRIBUTION CANADA LP	98.09
2019-10-04	WES040	WEST BOUNDARY ELEMENTARY	220.50
2019-10-04	WES065	WEST BOUNDARY SUSTAINABLE FOODS	5,000.00
2019-10-11	WES016	WESTBRIDGE RECREATION SOCIETY	1,050.00
2019-10-18	WES031	WESTERN CANADA FIRE PROTECTION	874.24
2019-10-04	WES035	WESTERN FINANCIAL GROUP FRUITVALE	135.00
2019-10-04	WHI030	WHISPERS OF HOPE BENEVOLENCE	5,000.00
2019-10-25	WOO002	WOOLFE, GREG	300.00
2019-10-16	WOR010	WORKER'S COMPENSATION BOARD OF	73,324.55
2019-10-11	WSA010	WSA ENGINEERING LTD.	7,271.25
2019-10-04	YEL010	YELLOWHEAD ROAD & BRIDGE	346.01
Total Accounts Paid			2,676,548.94



**Solid Waste Management Plan Steering & Monitoring Committee
Minutes**

**Thursday, April 11, 2019
RDKB Board Room, Grand Forks, BC**

Directors Present:

Director G. McGregor-Chair
Director R. Cacchioni-Vice Chair
Director R. Russell-RDKB Chair
Director L. Worley
Director V. Gee

Staff Members Present:

M. Andison-CAO of the Regional District of Kootenay Boundary
J. Dougall-General Manager of Environmental Services
S. Surinak-Secretary/Clerk/Receptionist/Recording Secretary

CALL TO ORDER

The Chair called the meeting to order at 3:00 pm.

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the April 11, 2019 Solid Waste Management Plan Steering and Monitoring Committee was presented.

Moved: Director Cacchioni Seconded: Director Worley

That the agenda for the April 11, 2019 Solid Waste Management Plan Steering and Monitoring Committee be adopted as presented.

Carried.

MINUTES

The minutes of the Solid Waste Management Plan Steering and Monitoring Committee meeting held on March 14, 2019 were presented.

Moved: Director Cacchioni Seconded: Director Russell

That the minutes of the Solid Waste Management Plan Steering and Monitoring Committee meeting held on March 14, 2019 be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no general delegations to this meeting.

UNFINISHED BUSINESS

There was no unfinished business of the Committee to consider.

NEW BUSINESS

J. Dougall

Re: Organics Infrastructure Program

A Staff Report from Janine Dougall, General Manager of Environmental Services regarding the Organics Infrastructure Program Grant and implications to RDKB application.

A discussion ensued regarding the two options for updating the organics infrastructure at the Grand Forks Landfill. The first option is the construction of a regional facility. The second option, an upgrade to the current small facility, is the preferred option. This would allow for additional capacity to cover the City of Greenwood joining the organics collection program, the addition of commercial organics, a possible partnership with the City of Grand Forks regarding biosolids and accounting for future population growth.

Director Gee expressed concern regarding the depletion of reserve monies to complete this project.

Several of the Directors expressed a willingness to contribute part of their gas tax monies toward an upgrade at the Grand Forks Landfill or the construction of a transfer station at the McKelvey Creek Landfill.

The potential option of the use of Grant in Lieu monies to pay for this projects was raised.

Moved: Director McGregor Seconded: Director Russell

That the Board of Directors direct that for the application under the Organics Infrastructure Program that the funding required for the development of organics processing infrastructure be primarily sourced from the reserve monies from the sale of the Trail Airport lands as well as other reserve monies available in the Regional Solid Waste Budget (010). Any shortfall amounts be obtained through short term borrowing if required.

Carried.

ITEM RELEASED FROM CLOSED MEETING TO OPEN

The following item was released from the March 14, 2019 Closed Meeting:

That the Solid Waste Management Plan Steering and Monitoring Committee have indicated that Scenario 4, which is to upgrade the organics processing facility at Grand Forks and partner with the Regional District of Central Kootenay for organics generated in the McKelvey Creek Wasteshed, is the preferred option moving forward in the development of an Organics Strategy for the RDKB.

LATE (EMERGENT) ITEMS

There were no late (emergent) items for the Committee to discuss.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

Director Gee requested that the Committee discuss the use of mail outs as a marketing tool, the cost of sending a notice to the entire Regional District and their effectiveness.

QUESTION PERIOD FOR PUBLIC AND MEDIA

There were no questions from the general public nor the media.

CLOSED (IN CAMERA) SESSION

Proceed to a Closed Meeting pursuant to Section 90 (1) (e) of the Community Charter.

Moved: Director Worley Seconded: Director Russell

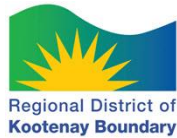
That the Solid Waste Management Plan Steering and Monitoring Committee proceed to a closed meeting pursuant to Section 90 (1) (e) of the Community Charter.

Carried.

The Solid Waste Management Plan Steering and Monitoring Committee reconvened to the open meeting at 4:00 pm.

ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 4:01 pm.



Utilities Committee

**Wednesday, September 11, 2019
RDKB Board Room-Grand Forks, BC
4:00 p.m.**

Minutes

Committee Members Present:

Director R. Cacchioni, Chair
Director G. McGregor
Director V. Gee
Director D. Langman
Director A. Morel
Director A. Grieve
Director S. Morissette
Alternate Director B. Edwards

Staff Present:

G. Denkovski, Manager of Infrastructure and Sustainability
T. Lenardon, Manager of Corporate Administration/Recording Secretary
M. Andison, Chief Administrative Officer

CALL TO ORDER

The Chair called the meeting to order at 4:00 p.m.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the September 11, 2019 Utilities Committee meeting was presented.

The following items were added to Late Emergent Items:

1. Discussion on the Committee meeting schedule in 2020,
2. Update on the Bridesville Water Transition Study, and
3. Discussion regarding small water systems for rural Commercial enterprises, and it was;

Moved: Director McGregor Seconded: Alternate Director Edwards

That the agenda for the September 11, 2019 Utilities Committee meeting be adopted as amended.

Carried.

ADOPTION OF MINUTES

The minutes of the Utilities Committee meeting held on June 12, 2019 were presented.

Moved: Director McGregor Seconded: Alternate Director Edwards

That the minutes of the Utilities Committee meeting held on June 12, 2019 be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no delegations in attendance.

UNFINISHED BUSINESS

G. Denkovski, Manager of Infrastructure and Sustainability

Re: Verbal Report-Grant Opportunity Tracking

A verbal report from Goran Denkovski, Manager of Infrastructure and Sustainability, respecting the tracking of grant opportunities and a grant spreadsheet listing various grants and their timelines, were presented.

Staff reviewed the spreadsheet and described which grants are appropriate for which projects, the best time to submit applications and answered questions regarding grants for floodplain mapping and energy generation in water systems (e.g. turbines to generate power).

Moved: Director Morel Seconded: Director Grieve

That the Utilities Committee receive the report from Goran Denkovski, Manager of Infrastructure and Sustainability, on the tracking of grant opportunities as presented on September 11, 2019.

Carried.

Staff will revise the grant opportunities tracking report by including a legend for the colour-coding.

G. Denkovski, Manager of Infrastructure and Sustainability

Re: September Update on 2019 Work Plans

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding an update on the 2019 work plans was presented.

Moved: Moved Director Grieve Seconded: Director Morel

That the Utilities Committee receive the Staff Report regarding the 2019 September Work Plan Updates for: the Beaver Valley Water Service, Christina Lake Water Service, Columbia Gardens Industrial Park Water System Service, Rivervale Water and Street Lighting Utility Service, East End Regional Sanitary Sewer Service, Oasis Rivervale Sewerage System and Area D/Rural Grand Forks Spillway Construction as presented on September 11, 2019.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability

Re: Verbal Report-Anaconda Water System Transition Study Update

A verbal report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the Anaconda Water System Transition Study 2019 Update was presented.

There was a discussion regarding transitioning the water system.

Moved: Director McGregor Seconded: Director Langman

That the Utilities Committee receive the verbal report and the updated Anaconda Water System Transition Study Report as presented on September 11, 2019.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability**Re: Verbal Update on ICIP Green Infrastructure Grant****Columbia Pollution Control Center Upgrade & Christina Lake Water Utility**

A verbal report from Goran Denkovski, Manager of Infrastructure and Sustainability, on correspondence from the Ministry of Municipal Affairs and Housing regarding the *Investing in Canada Infrastructure Program* (ICIP), and background materials related to the ICIP grant applications for the Columbia Pollution Control Center Upgrade and Christina Lake Water Utility, were presented.

There was discussion on applications for future ICIP grant intakes, marketing and promoting RDKB projects and ensuring grant-worthy and suitable projects are prepared and "shelf ready" for future funding applications.

It was noted that a meeting with the Ministry to discuss ICIP grants has been arranged for the upcoming UBCM and it was suggested that the Committee discuss traveling to Victoria to meet with Ministry staff, and it was;

Moved: Director McGregor Seconded: Director Morel

That the Utilities Committee receive the verbal update report and the background materials with regard to the Investing in Canada Infrastructure Program (ICIP) for the Columbia Pollution Control Center Upgrade and Christina Lake Water Utility. **FURTHER** that the matter of meeting with Ministry staff face-to-face in Victoria be included as a discussion item on the October 2019 agenda.

Carried.

NEW BUSINESS**G. Denkovski, Manager of Infrastructure and Sustainability****Re: Beaver Valley Water System Monthly Reports****April to May 2019 and the 2018 Annual Report**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Beaver Valley Water Service April to May 2019 Monthly reports and the 2018 annual report, was presented.

Moved: Director Grieve Seconded: Director Morissette

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Beaver Valley Water Service April to May 2019 Monthly Reports and the 2018 Annual Report, be received.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability

Re: Flow Meter Report for Volume Data Collected for May to July 2019

Flow meter report summarizing volume data collected for the months of May to July 2019, was presented.

Moved: Alternate Director Edwards Seconded: Director McGregor

That the Flow meter report summarizing volume data collected for the month May to July 2019, be received.

Carried.

J. Paakkunainen, Chief Utilities Operator

Re: Warfield, Columbia Gardens and Rivervale Water Monthly Report - May to July 2019

A staff report from Jeff Paakkunainen, Chief Utilities Operator, regarding the Water Monthly report for May to July 2019, was presented.

Moved: Director Grieve Seconded: Director Morissette

That the staff report from Jeff Paakkunainen, Chief Utility Operator, regarding the Water Monthly report for May to July 2019, be received.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability

Re: Christina Lake Water May and June 2019 Monthly Report

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water May and June 2019 Monthly report, was presented.

Moved: Director McGregor Seconded: Alternate Director Edwards

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water Utility May and June 2019 Monthly report, be received.

Carried.

Jeff Paakkunainen, Chief Utilities Operator

Re: CPCC Sanitary Sewer Monthly Report May to July 2019

A staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for May to July 2019, was presented.

Moved: Director Grieve Seconded: Alternate Director Edwards

That the staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly reports from May to July 2019, be received.

Carried.

LATE (EMERGENT) ITEMS

Discussion on Future Time of Committee Meetings

There was a discussion about the time of the Utilities Committee meeting and whether the Committee could meet earlier in the day and or meet on a different day of the week before or after another meeting to so that there are more efficiencies with the overall RDKB meeting schedule.

Moved: Director Grieve Seconded: Director McGregor

That when Staff draft the 2020 RDKB Meeting Calendar that they look for options in meeting times and dates that will provide efficiencies in the schedule.

Carried.

Update on the Bridesville Water Transition Study

Goran Denkovski, Manager of Infrastructure and Sustainability provided the Committee with a verbal update on the progress of the Bridesville Water Transition Study.

Discussion Regarding Small Water Systems for Rural Commercial Enterprises

Director Gee reviewed issues and concerns related to water treatment regulations and requirements that operators and or owners of private water systems must comply with. The cost of water treatment and chlorinated versus UV systems was discussed.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

1. Review grant opportunities for energy generation in water systems (e.g. turbines to generate power).
2. Discuss meeting with Ministry staff face-to-face in Victoria be included as a discussion item on the October 2019 agenda.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period was not necessary.

CLOSED (IN CAMERA) SESSION

A closed meeting was not required.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned (time: 4:55 p.m.).

TL



Boundary Community Development Committee

Minutes

Wednesday, October 2, 2019

RDKB Board Room, Grand Forks, BC

Committee members present:

Director G. McGregor, Chair
Director R. Russell
Director V. Gee
Director B. Taylor
Director R. Dunsdon
Director G. Shaw

Staff present:

J. Chandler, General Manager of Operations/Deputy CAO
M. Forster, Executive Assistant/Recording Secretary

CALL TO ORDER

The Chair called the meeting to order at 10:00 am.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the October 2, 2019 Boundary Community Development Committee meeting was presented.

The agenda was amended with the addition of late items for discussion:

1. Contaminated soils
2. Voyent Alerting System
3. Food hub
4. Senior Energy Specialist
5. Electric vehicle charging stations
6. Kootenay Boundary Farm Advisors

Moved: Director Dunsdon Seconded: Director Taylor

That the agenda for the October 2, 2019 Boundary Community Development Committee meeting be adopted as amended.

Carried

ADOPTION OF MINUTES

The minutes of the September 4, 2019 Boundary Community Development Committee meeting were presented.

The minutes were amended by a change to the discussion under New Business: Tourist Information Locations and Associations. "Riverside Station in Midway" was changed to read: "Riverside Centre and Kettle River Museum in Midway".

Moved: Director Taylor Seconded: Director Dunsdon

That the minutes of the September 4, 2019 Boundary Community Development Committee meeting be adopted as amended.

Carried

GENERAL DELEGATIONS

There were no delegations present.

OLD BUSINESS

There was no old business for discussion.

NEW BUSINESS

Director Gee

Re: Grant Opportunities – Discussion

Director Gee informed the Committee that the application for a Food Hub grant was declined. There will be another intake in January 2020. She also informed the Committee that other grants up to \$100,000 are available from the Victoria Foundation and would like to see the RDKB apply.

Moved: Director Dunsdon Seconded: Director Shaw

That the Boundary Community Development Committee supports in principle that an application to the Victoria Foundation for funding be applied for.

Carried

Simone Carlisle-Smith, Project Manager, TOTA
Re: Boundary Country Update - September 25, 2019

The TOTA Monthly Update was attached for information.

Moved: Director Dunsdon Seconded: Director Shaw

That the TOTA Monthly Update be received as presented.

Carried

West Boundary Recreation Grant Application
Re: Midway Pickleball Club

A grant application from the Midway Pickleball Club for \$300.00 was presented to the Committee for consideration.

Moved: Director Shaw Seconded: Director Dunsdon

That the Regional District of Kootenay Boundary Board of Directors approve the West Boundary Recreation grant application from the Midway Pickleball Club for \$300.00 to pay for insurance costs.

Carried

K. Anderson, Watershed Planner
Re: Watershed Update

A staff report from Kristina Anderson, Watershed Planner, on the activities of the Boundary Integrated Watershed Service was presented.

Director Gee informed the Committee that she would like to nominate Dan Collen to the Kettle River Watershed Advisory Council.

Moved: Director Gee Seconded: Director Shaw

That the Regional District of Kootenay Boundary Board of Directors approve the nomination of Dan Collen to the Kettle River Watershed Advisory Council. **FURTHER** that once the membership list is complete, it will be forwarded to the Board of Directors for approval.

Carried

Information

Re: Boundary Animal Control Update

The Boundary Animal Control Update Report was presented for information. Discussion ensued on the format of the report. J. Chandler, General Manager of Operations/Deputy CAO, will send the Commissionaires a suggested format for the update reports.

The Committee advised that the Commissionaires be invited to a future meeting to discuss operations of the service.

Discussion ensued on Midway becoming a member of the service as well as what the costs would be if Midway did join the service. Director Dunsdon was advised to send a letter from the Midway Council to RDKB informing staff that Midway has expressed an interest in joining the service.

Moved: Director Shaw Seconded: Director Dunsdon

That the Boundary Community Development Committee receive the Boundary Animal Control Summary for September 2019, as presented.

Carried

LATE (EMERGENT) ITEMS

Director Dunsdon

Re: Contaminated Soils

Director Dunsdon raised the issue and concerns around contaminated soils that was addressed in an email from J. Dougall, General Manager of Environmental Services. The RDKB had recently received a request from Tervita to accept contaminated soils originating from the Nelson area for treatment and remediation.

Discussion ensued on the delivery of this message through an email. Committee members were encouraged to contact staff directly with questions and concerns.

Director Dunsdon
Re: Voyent Alerting System

Director Dunsdon reviewed the Voyent Alerting System tradeshow at the UBCM and learned that municipalities have an opportunity to set up their own warning/alerting system.

M. Stephens, Interim Manager of Emergency Programs, explained that RDKB did not pursue this due to various reasons such as RDKB staff time and resources needed to manage the system as municipalities would be considered a sub-contractor, message burnout may happen due to different alerts and notifications coming from different sources and the need for trained/qualified municipal staff to run the complex system.

Director Gee
Re: Kootenay Farm Advisors

Director Gee informed the Committee that the Ministry of Agriculture will put in \$100,000 into the Kootenay Farm Advisors which will have an effect on the budget.

Director Gee
Re: Billboard

Director Gee raised the issue of the billboard messaging and the need to review it.

Moved: Director Shaw Seconded: Director Dunsdon

That the discussion on the billboard messaging will be deferred to a future meeting.

Carried

Director Gee
Re: Electric Vehicle Charging Stations

Director Gee informed the Committee that it has been suggested to her to charge \$1 - \$2 per hour for charging vehicles. It was advised to charge a rate that would be the same as any other local providers.

Director Gee
Re: Transit Operations

Director Gee suggested that the Committee should know what residents want in terms of transit before any funds are spent. Discussion ensued around other methods of transit that may be cheaper. There will be further discussion in this regard at a future meeting.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

1. Winter shelter in Grand Forks.
2. Opioid crisis in Grand Forks.
3. Transit operations.

QUESTION PERIOD FOR PUBLIC AND MEDIA

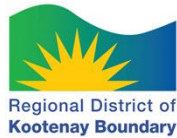
A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 11:19 am.



**Liquid Waste Management Plan Stage 3 Steering and Monitoring Committee
Minutes**

Thursday, October 3, 2019
RDKB Boardroom, Trail BC

Committee Members Present:

Director R. Cacchioni, Chair
Director L. Worley, Vice Chair
Director A. Morel
Director D. Langman

Staff & Others Present

J. Dougall, General Manager of Environmental Services
G. Denkovski, Manager of Infrastructure and Sustainability
S. Surinak, Secretary/Clerk/Receptionist/Recording Secretary
A. Gibb, WSP-Via Teleconference
A. Bennett, WSP-Via Teleconference

CALL TO ORDER

The Chair called the meeting to order at 12:00 pm.

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the October 3, 2019 Steering Committee meeting was presented.

Moved: Director Morel Seconded: Director Langman

That the agenda for the October 3, 2019 Steering Committee meeting be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes for the Steering Committee May 2, 2019 meeting were presented.

Moved: Director Langman Seconded: Director Worley

That the minutes of the Steering Committee May 2, 2019 meeting be adopted as presented.

Carried.

UNFINISHED BUSINESS

There was no unfinished business for the Committee to consider.

NEW BUSINESS

G. Denkovski

Re: New Intake Investing in Canadian Infrastructure Program Green Infrastructure Fund

Verbal report form Goran Denkovski, Manager of Infrastructure and Sustainability regarding the next ICIP intake.

The Committee discussed some of the points that arose from G. Denkovski's verbal report and it was decided that a Closed (In Camera Session) was required.

Moved: Director Worley Seconded: Director Morel

That the Liquid Waste Management Plan Stage 3 Steering & Monitoring Committee proceed to a Closed (in Camera Session).

Carried.

The Liquid Waste Management Plan Stage 3 Steering and Monitoring Committee reconvened to the Open Meeting at 12:40 pm.

Page 2 of 4

**Liquid Waste Management Plan Stage 3 Steering and Monitoring Committee Meeting
October 3, 2019**

Moved: Director Morel Seconded: Director Worley

That the Liquid Waste Management Plan Steering and Monitoring Committee support an application by the Regional District of Kootenay Boundary, for the next ICIP Grant intake, to upgrade the CPCC. FURTHER the Liquid Waste Management Plan Steering and Monitoring Committee direct staff to upgrade the CPCC cost estimate.

Carried.

The Committee discussed whether members should travel to Victoria to lobby for the grant application and when any such lobbying should be done.

Moved: Director Worley Seconded: Director Langman

That members of the Liquid Waste Management Plan Steering and Monitoring Committee travel to Victoria, early in 2020, to lobby the Minister with Katrine Conroy, MLA, with regards to the grant for the CPCC upgrade.

Carried.

The Committee then discussed letters of support and how important they can be to a grant application.

Moved: Director Worley Seconded: Director Morel

The Liquid Waste Management Plan Steering and Monitoring Committee direct Staff to develop letters of support for the various councils to sign. **FURTHER** that Staff develop letters of support that Director Worley can present to the Colville Indigenous and the Columbia River Treaty Committees.

Carried.

Moved: Director Langman Seconded: Director Worley

That the Committee receive the verbal report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the next ICIP intake.

Carried.

G. Denkovski

**Re: Response Letter on Investing in Canadian Infrastructure Program
Federal Portion letter to Honorable Minister Conroy**

Verbal report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the response Letter on Investing in Canadian Infrastructure Program Federal Portion letter sent to Honorable Minister Conroy.

Moved: Director Langman Seconded: Director Worley

That the Committee receive the verbal report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the response letter on Investing in Canadian Infrastructure Program Federal Portion letter sent to Honorable Minister Conroy.

Carried.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

There were no items for the Committee to discuss for inclusion on future agendas.

ADJOURNMENT

There being more further business for the Committee to discuss, the Chair adjourned the meeting at 12:56 pm.



Policy and Personnel Committee

Minutes

Wednesday, October 9, 2019

RDKB Board Room, Trail, BC

Committee members present:

Director G. McGregor, Chair
Director V. Gee (arrived at 1:06 pm)
Director S. Morissette
Director D. Langman
Director R. Dunsdon (arrived at 1:14 pm)
Director R. Russell, ex officio
Alternate Director B. Edwards

Staff present:

M. Andison, Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
J. Chandler, General Manager of Operations/Deputy CAO
B. Burget, General Manager of Finance
D. Green, Manager of Information Systems
F. Maika, Corporate Communications Officer

CALL TO ORDER

The Chair called the meeting to order at 1:00 pm.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the October 9, 2019 Policy and Personnel Committee meeting was presented.

The agenda was amended by the addition of a proposal from Director Cacchioni to increase basic stipends and other taxable and non-taxable remunerations.

Moved: Director Morissette Seconded: Director Langman

That the agenda for the October 9, 2019 Policy and Personnel Committee meeting be adopted as amended.

Carried

ADOPTION OF MINUTES

The minutes of the September 11, 2019 Policy and Personnel Committee meeting were presented.

Moved: Director Langman Seconded: Alternate Director Edwards

That the minutes of the September 11, 2019 Policy and Personnel Committee be adopted as presented.

Carried

GENERAL DELEGATIONS

There were no delegations present.

UNFINISHED BUSINESS

**M. Andison, Chief Administrative Officer
Re: 2019 Annual CAO Performance Evaluation Update**

A staff report from Mark Andison, Chief Administrative Officer, provided an update on the annual CAO performance evaluation for 2019.

Director Russell will be sending out an invitation to participate in the annual CAO Performance Review for 2019.

Moved: Director Morissette Seconded: Director Langman

That the staff report from the CAO providing an update regarding the 2019 Annual CAO Performance Evaluation Process be received.

Carried

NEW BUSINESS

D. Green, Manager of Information Services
F. Maika, Corporate Communications Officer
Re: Boardroom AV Refresh - Verbal Update

D. Green and F. Maika provided the Committee members with a verbal update on the boardroom av refresh project. The Committee was informed that the microphones would be updated in the Grand Forks office by December. There have been video conference connection issues with the meeting owl system. The IT department is currently looking at new technology for the boardroom.

Moved: Director Morissette Seconded: Director Dunsdon

That the Policy and Personnel Committee receive the verbal report from D. Green and F. Maika on the boardroom av refresh project.

Carried

D. Green, Manager of Information Services
F. Maika, Corporate Communications Officer
Re: RDKB Website Visitation Statistics - Verbal Report

Dale Green and Frances Maika provided the Committee members with a presentation on website stats, analytics for 'Join the Conversation', and a preview of the new RDKB website. Committee members provided input into what was important for them to see on the website. The new website will be launched after Christmas. The Committee will be provided with updates on the new website's progress.

Moved: Director Morissette Seconded: Director Dunsdon

That the Policy and Personnel Committee receive the verbal report from D. Green and F. Maika on the website visitation statistics.

Carried

D. Green and F. Maika left the meeting at 1:45 pm.

B. Burget, General Manager of Finance**Re: Director Remuneration**

A staff report from Beth Burget, General Manager of Finance, regarding Director Remuneration was presented. B. Burget also presented a remuneration guide from the UBCM, which spoke to, who should conduct remuneration reviews. The preferred approach was to have an independent task force conduct the reviews. Staff will provide the Committee with potential names for the task force and will have a fulsome discussion on the reasonableness and qualifications of the proposed task force members.

Moved: Director Dunsdon Seconded: Director Langman

That the Policy and Personnel Committee directs staff to move forward with forming a Task Force to conduct a remuneration review.

Carried

B. Burget and J. Chandler left the meeting at 2:08 pm.

Moved: Director Langman Seconded: Director Dunsdon

That the Remuneration Bylaw will include an indexed CPI for all items. **FURTHER**, that all expenses will be rounded to the nearest \$5 increment.

Carried

M. Andison, Chief Administrative Officer**Re: Liquor Use Policy Review**

A staff report from Mark Andison, Chief Administrative Officer, presented the Regional District of Kootenay Boundary Liquor Use Policy for review.

The Committee reviewed and discussed the draft Liquor Use Policy. M. Andison, CAO, informed the Committee that the draft policy was revised to include two exceptions regarding the purchase of liquor utilizing RDKB resources. The Committee members did not agree with the inclusion of exception #2 addressing the purchase of liquor as gifts to persons not employed by the RDKB should be included in the policy.

Moved: Alternate Director Edwards Seconded: Director Morissette

That the Regional District of Kootenay Boundary Liquor Use Policy be referred back to staff for additional review.

Carried

Staff will also provide clarification on the use of marijuana in the policy.

M. Andison, Chief Administrative Officer

Re: Board/Committee Room Use by Outside Agencies Policy Review

A staff report from Mark Andison, Chief Administrative Officer, presented the Regional District of Kootenay Boundary Board/Committee Room Use by Outside Agencies Policy for review.

The Committee members reviewed the policy and discussed providing use of the board/committee room to for-profit companies without any additional burden on staff resources.

Moved: Director Morissette Seconded: Director Gee

That the Regional District of Kootenay Boundary Board/Committee Room Use by Outside Agencies Policy be referred back to staff to develop a recommendation that would allow outside for-profit companies to use the room.

Carried

M. Andison, Chief Administrative Officer

Re: Director Remuneration and Responsibility - Extended Absence Policy Review

A staff report from Mark Andison, Chief Administrative Officer, presented the Regional District of Kootenay Boundary Director Remuneration and Responsibility - Extended Absence Policy for review.

M. Andison, CAO, pointed out that the only change to the policy was the legislation at the end of the policy. Suggestions were made by the Committee members to change the title of the policy to "Director Extended Absence Policy" and to change the diagram in the policy to make it easier to understand.

Moved: Director Gee Seconded: Director Dunsdon

That the RDKB Director Remuneration and Responsibility - Extended Absence Policy, as amended, and including the Policy and Personnel Committee's edits made at the meeting

held October 9, 2019 be referred to Directors for comment, pursuant to the Policy Development and Review Policy.

Carried

M. Andison, Chief Administrative Officer
Re: Municipal Director's Laptops Policy Review

A staff report from Mark Andison, Chief Administrative Officer, presented the Regional District of Kootenay Boundary Municipal Directors' Laptops Policy for review.

M. Andison, CAO, informed the Committee members that staff recommended one minor amendment to the wording to clarify that the policy applies more broadly to the provision of mobile computers rather than just laptops. The title of the policy would change to encompass this amendment.

Moved: Director Langman Seconded: Director Morissette

That the RDKB Municipal Directors' Policy, as amended, be referred to Directors for comment, pursuant to the Policy Development and Review Policy.

Carried

M. Andison, Chief Administrative Officer
Re: Employee Recognition Policy Review

A staff report from Mark Andison, Chief Administrative Officer, presented the Regional District of Kootenay Boundary Employee Recognition Policy for review.

Moved: Director Dunsdon Seconded: Director Langman

That the Regional District of Kootenay Boundary Employee Recognition Policy be referred to Directors for comment, as per the Policy Development and Review Policy.

Carried

LATE (EMERGENT) ITEMS

There were no late (emergent) items for discussion.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

A discussion of items for future meetings was not required.

QUESTION PERIOD FOR PUBLIC AND MEDIA

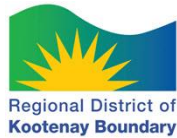
A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 2:30 pm.



East End Services Committee

Minutes Tuesday, October 15, 2019 Trail Board Room

Committee members present:

Director A. Grieve - Chair
Director L. Worley
Director A. Morel
Director R. Cacchioni
Director M. Walsh
Director S. Morissette
Alternate Director A. Parkinson

Staff and others present:

J. Chandler, General Manager of Operations/Deputy CAO
M. Forster, Executive Assistant/Recording Secretary
D. Derby, Regional Fire Chief
T. Van Horn, Executive Director – LCIC
B. Van Beek, President – LCCDTS

Call to Order

The Chair called the meeting to order at 10:00 am.

Acceptance of the Agenda (additions/deletions)

The agenda for the October 15, 2019 East End Services Committee meeting was presented.

Moved: Alternate Director Parkinson Seconded: Director Worley

That the agenda for the October 15, 2019 East End Services Committee meeting be adopted as presented.

Carried

Minutes

The minutes of the September 17, 2019 East End Services Committee meeting were presented.

Moved: Director Morissette Seconded: Director Cacchioni

That the minutes of the September 17, 2019 East End Services Committee meeting be adopted as presented.

Carried

Delegations

Terry Van Horn, Executive Director - LCIC
Bill Van Beek, President - LCCDTS
Re: LCIC/LCCDTS Update

T. Van Horn and B. Van Beek attended the Committee meeting to provide an update on current activities. The LCCDTS Economic Development Services 2019 Report for the period ending September 30, 2019 was presented as well as the Imagine Kootenay Annual Report for the year ending March 2019.

LCCDTS also sought an annual increase of \$33,753 for additional staff capacity and leveraged project funds. The increase would result in a total contribution of \$141,400 a year for 3 years.

They left the Committee meeting at 10:32 am.

Unfinished Business

There was no unfinished business for discussion.

New Business

J. Chandler, General Manager of Operations/Deputy CAO
Re: Rivervale Transit Bus Stop Improvement Project Update

A staff report from James Chandler, General Manager of Operations/Deputy CAO, was presented regarding an update on the Rivervale transit bus stop improvement project.

Staff will provide further updates to the Committee with the completion of the project. Formal external communications will be completed to advise local residents and transit users about the project and improvements.

Moved: Director Worley Seconded: Director Cacchioni

That the East End Services Committee receive the report "Rivervale Transit Bus Stop Improvement Project Update" from J. Chandler for information.

Carried

D. Derby, Regional Fire Chief

Re: Future Deputy Fire Chief Position - Discussion

The discussion on filling the future Deputy Fire Chief position as well as the purchase of a command vehicle was brought back from the September 17, 2019 Committee meeting for a fulsome discussion as direction was needed as it affected the 2020 work plans and beyond. D. Derby sought a resolution to bring this discussion to the Board meeting on October 30, 2019. The Committee was informed that this item was related to the dam revenue discussion.

Moved: Director Worley Seconded: Alternate Director Parkinson

That the East End Services Committee directs staff to present the dam revenue discussion to the Board of Directors at the October 30, 2019 Board meeting.

Carried

Discussion

Re: Teck Trail Operations Engaging With Our Community

Teck is undergoing a strategic planning process and is seeking input from communities on what issues are important to them. An invitation was received by the Committee members from Catherine Adair, Teck, to schedule a meeting to provide input to Teck. Most communities have received their own invitations through their councils.

Moved: Director Cacchioni Seconded: Director Morissette

That the East End Services Committee receive the communication from C. Adair - Teck, in regards to Teck Trail Operations engaging with the community as presented.

Carried

J. Chandler will send a note of thanks to C. Adair.

D. Derby, Regional Fire Chief

Re: Acid Spill - Apparatus Replacements

A staff report from Dan Derby, Regional Fire Chief, regarding the acid spill and apparatus replacements was presented for the Committee's consideration. The original resolution was replaced by a resolution for receipt only.

Moved: Alternate Director Parkinson Seconded: Director Cacchioni

That the East End Services Committee meeting receive the staff report from D. Derby regarding the acid spill and apparatus replacements.

Carried

Late (Emergent) Items

There were no late (emergent) items for discussion.

Discussion of items for future agendas

Staff will look for efficiencies when scheduling the 2020 East End Services Committee meetings.

Question Period for Public and Media

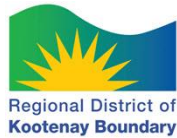
A question period for public and media was not required.

Closed (In camera) Session

A closed (in camera) session was not required.

Adjournment

The meeting was adjourned at 11:06 am.



**Electoral Area Services Committee
Minutes**

Thursday, October 17, 2019, 4:30 p.m.
RDKB Board Room, 2140 Central Ave., Grand Forks, BC

Directors Present:

Director Linda Worley, Chair
Director Ali Grieve
Director Grace McGregor
Director Roly Russell - via tele-conference
Director Vicki Gee

Staff Present:

Donna Dean, Manager of Planning and Development
Maria Ciardullo, Recording Secretary

CALL TO ORDER

Chair Worley called the meeting to order at 4:32 p.m.

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

October 17, 2019

Additions to the agenda are:

6F - EAS meeting time change
6G - Premises ID Provincial Consultation;
6H - Ministry of Agriculture consultation; and
6I - Cannabis Production

Moved: Director Grieve

Seconded: Director McGregor

That the Electoral Area Services Committee meeting agenda be adopted as amended.
Carried.

MINUTES

September 12, 2019

Moved: Director McGregor

Seconded: Director Russell

That the Electoral Area Services Committee meeting minutes from September 12, 2019 be adopted as presented.

Carried.

DELEGATIONS

There were no delegations in attendance.

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

Michael Duley

RE: Development Variance Permit

130 Kootenay Ave. S

RDKB File: A-1236-05350.200

Moved: Director Grieve

Seconded: Director McGregor

That the Development Variance Permit application submitted by Michael Duley, to allow for a reduced front yard setback from 7.5 m to 4.6 m, a 2.9m variance, to construct a detached carport on the property legally described as Lot 2, Plan NEP11605, DL 1236, KD, Electoral Area A, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

Lyle and Kelly Almquist
RE: Development Variance Permit
5165 Coryell Road
RDKB File: D-497-02977.010

Moved: Director Russell

Seconded: Director McGregor

That the Development Variance Permit application submitted by Lyle and Kelly Almquist, to allow for a reduced front yard setback from 7.5 m to 4.5 m, a 3.0 m variance, and a reduced exterior side yard setback from 4.5 m to 3.5 m, a 1.0 m variance, to construct a detached garage on the property legally described as Lot 8, Plan KAP104, DL497, SDYD, Except Plan16526 and WLY 139.41 FT, Rural Grand Forks, Electoral Area D, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

Kevin Smith and Dirk Devries
RE: MOTI Subdivision
1566 Wolverton Road W. and 61 Carlson Road E.
RDKB File: C-317-02535.700

Moved: Director McGregor

Seconded: Director Grieve

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 41, DL 317, SDYD, Plan 20292 and Lot 42, DL 317, SDYD, Plan 20292, Christina Lake, Electoral Area C, be received.

Carried.

Grant in Aid Report

Moved: Director Grieve

Seconded: Director McGregor

That the Grant in Aid report be received.

Carried.

Gas Tax Report

There was discussion about the possibility of a gas tax adjustment process.

Moved: Director Grieve

Seconded: Director McGregor

That the Gas Tax report be received.

Carried.

Moved: Director Grieve

Seconded: Director Gee

That Staff be instructed to identify acceptable and efficient options to streamline the process for approvals when actual project costs exceed those in the original application.

Carried.

Electoral Area Services Meeting Times

Director Grieve requested an update on the possible shift of meeting times for the EAS committee to earlier in the day. D. Dean stated that staff is currently working on the calendar for 2020 and that the Administration and Planning & Development departments are collaborating on potential meeting times and dates.

Premises ID Provincial Consultation

Director Gee provided some information on Provincial consultation that is taking place regarding an identification system for farms that could be used in emergencies.

Ministry of Agriculture Consultation

There was discussion among the committee members regarding the consultation process that is taking place across the province to solicit input on how to best support farmers and their families, and farming activities.

Cannabis Production

Director Gee expressed concerns regarding a parcel in Electoral Area E/West Boundary with regard to a number of issues including: land clearing; construction without a building permit; claims about the water source and approvals in place; burning of trees;

and noise. It was suggested that it be noted which agencies are responsible for each of the concerns. Also discussed was the role/authority and liability of the RDKB and when consultation with the RDKB should occur.

LATE (EMERGENT) ITEMS

Director Gee shared the concerns of a land owner regarding drainage from an adjacent parcel.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

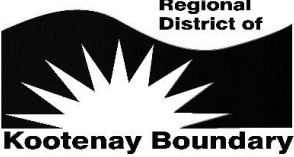
There was no discussion of items for future agendas.

CLOSED (IN CAMERA) SESSION

A closed/in camera session was not required.

ADJOURNMENT

There being no further business to discuss, Chair Worley adjourned the meeting at 5:11 p.m.

	<p align="center">ELECTORAL AREA 'B'/LOWER COLUMBIA-OLD GLORY</p> <p align="center">ADVISORY PLANNING COMMISSION</p> <p align="center">MINUTES TEMPLATE</p>
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Monday November 4, 2019 at the RDKB Office, Trail, BC, commencing at 7:00 p.m.

PRESENT: Grant Sapruff, Mary MacInnis, Fern Acton, Henk Ravestien, Darlene Espenhain

ABSENT: Graham Jones

RDKB DIRECTOR: Linda Worley, Bill Edwards, Alternate.

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m..

2. ADOPTION OF AGENDA (Additions/Deletions)

It was moved Fern and seconded by Henk that the November 4, 2019 Electoral Area B'/Lower Columbia-Old Glory APC agenda be adopted.

3. ADOPTION OF MINUTES

It was moved and seconded that the October 7, 2019 Electoral Area B'/Lower Columbia-Old Glory APC minutes be adopted.

4. DELEGATIONS

5. UPDATES TO APPLICATIONS AND REFERRALS

6. NEW BUSINESS

- a. Kathleen Hanson**
RE: MOTI Subdivision
 100 Richie Road
 RDKB File: B-Twp28-10997.010

Discussion/Observations:

Electoral Area 'B'/Lower Columbia-Old Glory APC Agenda Items
 November 4, 2019
 Page 1 of 2

We wondered where the water line easements were.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the application be: *(Please select one of the following options)*

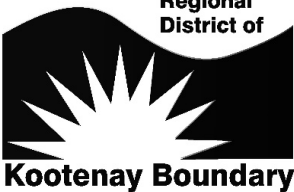
1. Supported -it meets our guideline so far as size goes therefore supported.

7. FOR INFORMATION

8. FOR DISCUSSION

9. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 8:10 p.m,

	<p style="text-align: center;">ELECTORAL AREA 'C'/CHRISTINA LAKE</p> <p style="text-align: center;">ADVISORY PLANNING COMMISSION</p> <p style="text-align: center;">MINUTES</p>
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Tuesday, November 5, 2019 at the Christina Lake Fire Hall, commencing at 7:00 p.m.

PRESENT: Peter Darbyshire, Phil Mody, Terry Mooney, Dave Bartlett, Jason Patrick Taylor, Annie Rioux, Jessica Coleman, David Durand,

ABSENT: Butch Bisaro, Jeff Olsen, Jennifer Horahan has retired from APC.

RDKB DIRECTOR: Grace McGregor

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the November 5, 2019 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted with the addition under Old Business of comments on the proposed changes of use to the Columbia and Western Rail Trail. Dave/Phil

3. ADOPTION OF MINUTES

Recommendation: That the October 1, 2019 Electoral Area 'C'/Christina Lake Advisory Planning Commission Meeting Minutes be adopted as presented. Dave/Pete

4. DELEGATIONS

5. OLD BUSINESS & UPDATES TO APPLICATIONS AND REFERRALS

A. Columbia and Western Rail Trail Change of Use

It is our understanding that the proposed change of use has been postponed for future discussion. Our concerns include, but are not limited to:

1. A clear understanding of who will be responsible for maintenance and repairs to infrastructure; and
2. A plan for the preservation of the trail's recreational value.

6. NEW BUSINESS

A. Barry and Lana Hicks

RE: Zoning Amendment

RDKB File: C-750-04040.000

It was moved, seconded and resolved that the APC recommend to the Regional District that the staff recommendations be:

In that the APC had numerous questions regarding this application and a delay will be of at least two months due to the holiday in December; Director McGregor will meet with Donna Dean and Corey Scott regarding questions that arose in the APC meeting. Subsequently, she will ask the applicants to attend the Electoral Area Services Committee Meeting and will make a decision if the answers she gets satisfy APC's concerns.

Well(s) or Sutherland Creek water Supply

Are they aware of the cost if a bridge?

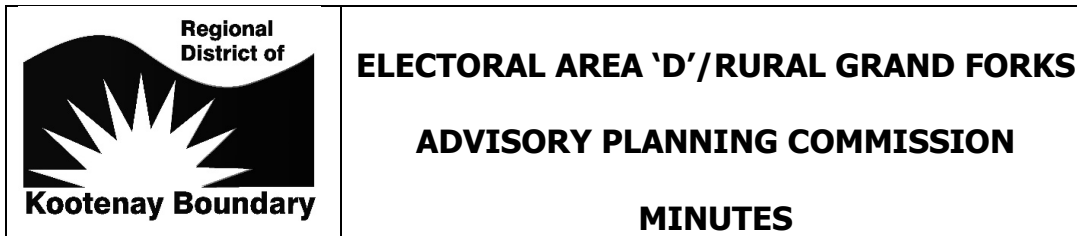
Provide a copy of the letter from the ROWP.

7. FOR INFORMATION

8. DISCUSSION

9. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 7:57 p.m.



Tuesday, November 5, 2019 at the RDKB Office – Grand Forks, commencing at 7:00 p.m.

PRESENT: Deb Billwiller, Kathy Hutton, Brian Noble, Della Mallette, Lynn Bleiler, John Thomas

ABSENT:

RDKB DIRECTOR: Roly Russell

RDKB STAFF:

GUESTS: Justin Van Hoogevest, Sam Swinarchuk

1. CALL TO ORDER

The meeting was called to order at 6:59 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Moved: Thomas; **seconded:** Mallette that the November 5, 2019 Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission Agenda be adopted as circulated. **Carried.**

3. MINUTES

Moved: Bleiler; **seconded:** Mallette that the October 1, 2019 Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission Minutes be adopted as circulated. **Carried.**

4. DELEGATIONS

Scott Leslie, Steve Knowles and Bradley White – BC Timber Sales

The gentlemen gave a very informative and interesting presentation including handouts, on the life cycle of a Timber Sales License and how an Operating Plan works.

They are working hard at increasing responsiveness and keeping lines of communication open. Would like to be on our agenda to answer questions and explain things whenever a new operating plan or other BC Timber Sales documents are referred to us.

Sam Swinarchuk was allowed to speak and expressed concerns regarding the effects of clear cutting on climate change, flooding etc. as well as what he feels is too high an Allowable Annual Cut. It was recommended he contact the Forest Analysis & Inventory Branch.

5. OLD BUSINESS/UPDATES TO APPLICATIONS AND REFERRALS

None

6. NEW BUSINESS

- a. Les and Bonnie Hoffman**
RE: Development Variance Permit
 RDKB File: D-500-03060.000

Discussion/Observations:

- It is an allowable use under ALC regulations.
- The size and location proposed should not have an impact on the neighbours or the roadway.
- Would improve the property.
- Due to age and design of the house, the carport could not easily be placed adjoining it.

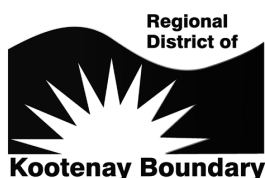
Moved: Noble; **seconded:** Bleiler that the APC recommends to the Regional District that the application be supported. **Carried.**

7. FOR INFORMATION

None.

8. ADJOURNMENT

Bleiler **moved adjournment** at 8:03 p.m.



Electoral Area Services (EAS) Committee Staff Report

RE:	Development Variance Permit – Hoffman		
Date:	November 14, 2019	File #:	630-19V (D-500-03060.000)
To:	Chair Worley and members of the EAS Committee		
From:	Corey Scott, Planner		

Issue Introduction

We have received an application for a development variance permit from Leslie and Bonnie Hoffman for the construction of a detached carport on a property in Electoral Area D/Rural Grand Forks (see attachments).

Property Information	
Owner(s):	Leslie Hoffman; Bonnie Hoffman
Agent:	NA
Location:	2410 Almond Gardens Road East
Electoral Area:	Electoral Area D/Rural Grand Forks
Legal Description(s):	Lot A, DL 500, SDYD, Plan KAP9246
Area:	0.75 ha (1.85 acr)
Current Use(s):	Single family dwelling
Land Use Bylaws	
OCP Bylaw: 1555	Agricultural Resource 1
DP Area:	NA
Zoning Bylaw: 1299	Agricultural Resource 1 (AGR 1)
Other	
ALR:	Entire Parcel
Waterfront / Floodplain:	NA
Service Area:	Grand Forks Irrigation District
Planning Agreement Area:	NA

History / Background Information

The subject property is located in the western portion of Electoral Area D/Rural Grand Forks. The parcel is also located entirely within the Agricultural Land Reserve (ALR) and is subject to the regulations of the Agricultural Land Commission (ALC).

Proposal

The applicant is proposing to construct an approximately 38 m² (410 ft²) detached carport partially within the required 7.5 m front parcel setback. The proposed siting is 6.7 m from the front property line along Almond Gardens Road East, resulting in a variance of 0.8 m.

Implications

For Development Variance Permit applications, the RDKB considers whether the proposed variance will:

- a) Resolve a hardship;
- b) Improve the development;
- c) Cause negative impacts to the neighbouring properties.

The applicant has submitted their rationale for why they require a variance (see attachments). To summarize, the proposed carport is far away from all property boundaries and is small enough that there are no negative impacts anticipated for neighbours and the adjacent roadway. Additionally, a significant alteration to the existing roof structure would be required in order to attach the carport to the home to meet the setbacks. As the house was built in 1954, minimizing the need for such structural alterations, where possible, is preferred.

The ALC limits uses that do not contribute to farming activity on parcels within the ALR. However, there are specific permitted residential uses in the ALR. The proposed detached carport would be considered "infrastructure necessary for residential use¹" under Section 30(a) of the *Agricultural Land Reserve Use Regulation (BC Reg. 30/2019)*. As such, it is a permitted non-farm use in the ALR.

The proposal is consistent with all other zoning regulations as well as the policies for the Agricultural Resource 1 Land Use Designation contained within the Official Community Plan.

Advisory Planning Commission (APC)

The application was presented to the Electoral Area D/Rural Grand Forks APC at their November 5, 2019 meeting. The APC provided the following comments in their discussion:

- "It is an allowable use under ALC regulations.
- The size and location proposed should not have an impact on the neighbours or the roadway.
- Would improve the property.
- Due to age and design of the house, the carport could not easily be placed adjoining it."

¹ "Information Bulletin 05 – Residences in the ALR", ALC. (2019). Link: https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/information-bulletins/information_bulletin_5_residences_in_the_alr.pdf

The APC recommended support of the application.

Recommendation

That the Development Variance Permit application submitted by Leslie and Bonnie Hoffman, to allow for a reduced front yard setback from 7.5 m to 6.7 m – a 0.8 m variance – to construct a detached carport on the property legally described as Lot A, DL 500, SDYD, Plan KAP9246, Electoral Area D/Rural Grand Forks, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Attachments

Site Location Map
Subject Property Map
Applicant Submission

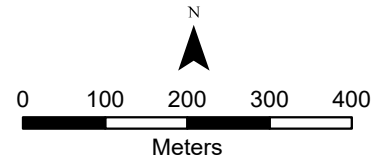


Regional District of
Kootenay Boundary

Date: 17-Oct-2019

Site Location Map

Lot A, Plan KAP9246,
DL 500, SDYL



1:8,000



Document Path: P:\PD\EA_D\ID-500-03060.000 Hoffman\Mapping\2019-10-17_SiteMaps_D-500-03060.000.aprx

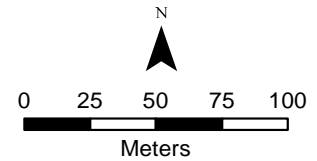


Regional District of
Kootenay Boundary

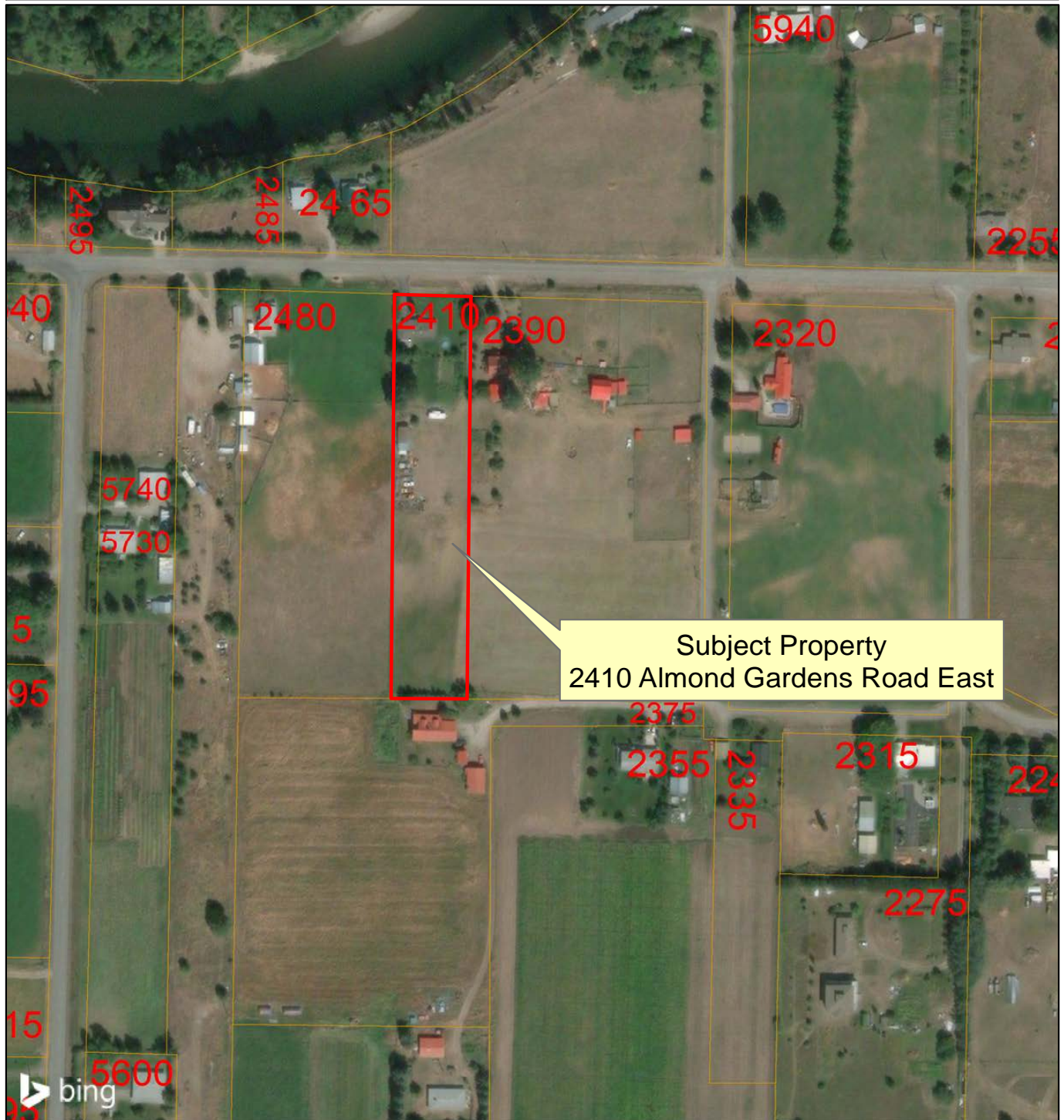
Date: 2019-10-03

Subject Property Map

Lot A, Plan KAP9246
District Lot 500
Similkameen Div of Yale Land District



1:2,500



Document Path: P:\PD\EA_D\ID-500-03060.000 Hoffman\Mapping\2019-10-03_SPM_D-500-03060.000.mxd

The space below is provided to describe the proposed development. Additional pages may be attached.

WE WOULD LIKE TO BUILD A 24'X17" OPEN CARPORT
BASED ON THE DESIGN OF THE HOUSE WE CAN NOT ATTACH
THE CARPORT TO THE HOUSE. WE ARE ASKING FOR
AN VARIANCE IN THE SET BACK OF 2' 1/4" TO COMPLETE
THE BUILD. THERE IS NO OTHER WAY WE CAN
COMPLETE THE BUILD WITH OUT THE VARIANCE.

AS YOU CAN SEE ON THE BUILDING SITE PLAN
THAT IT WILL NOT CAUSE ANY NEGATIVE IMPACT ON
NEIGHBOURING PROPERTIES OR ROADWAYS.

I DID TALK TO THE REGISTERED BUILDING INSPECTOR
HERE IN GRAND FORKS AND HE AGREED THAT ATTACHING
THE CARPORT TO THE HOUSE WAS NOT AN OPTION
THE HOUSE WAS BUILT IN 1954 + AT THAT
TIME VARIANCES WERE DIFFERENT THEN.

Thank you
Les HOFFMAN

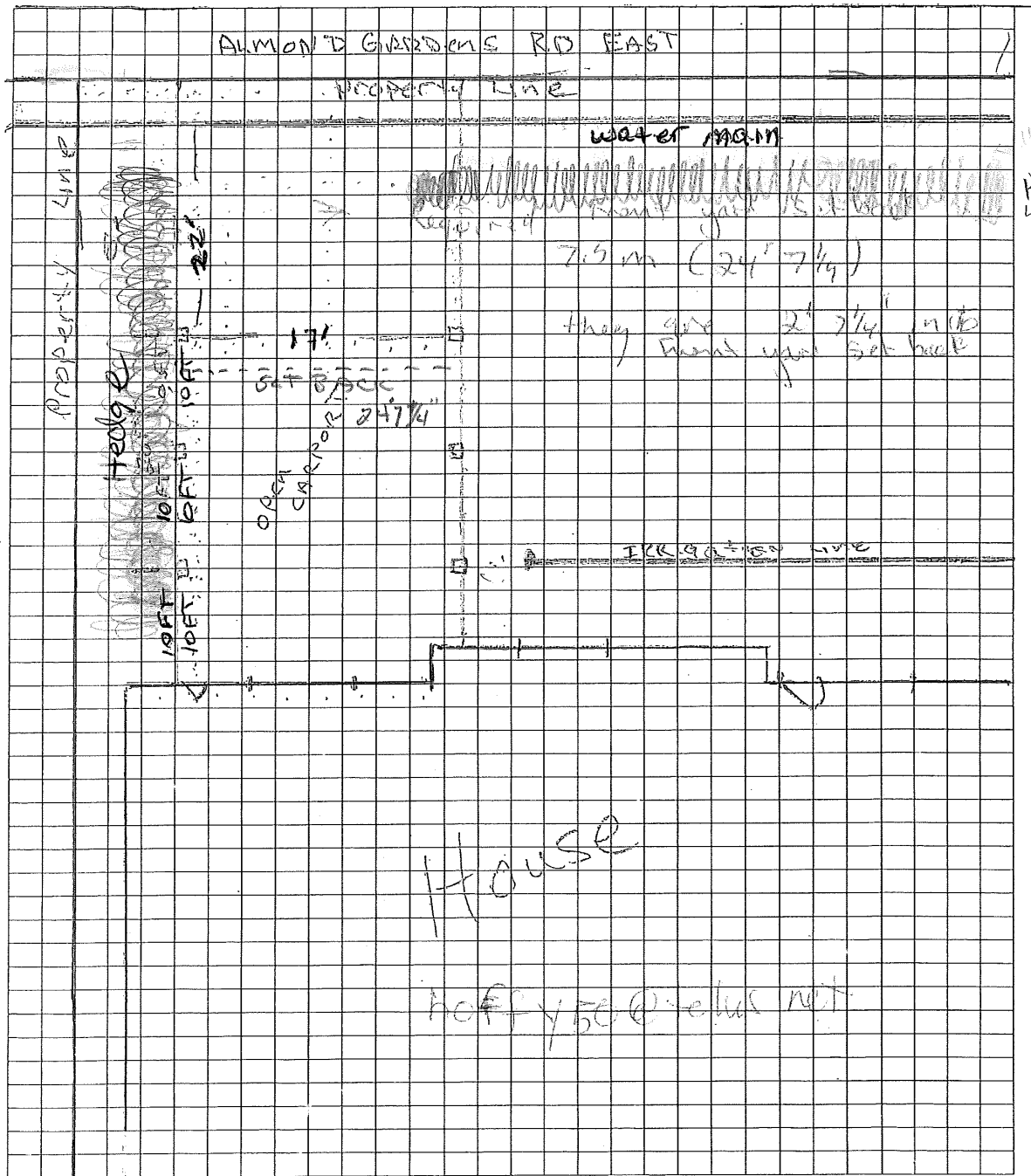
2 ft
per
square

BUILDING SITE PLAN

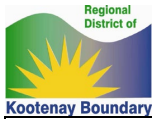
1. Draw proposed location of home or building on space provided below, and show distances to all PROPERTY LINES. Also, show north arrow.
2. Show location of street access and names of streets.
3. Show location and distances of any water courses.

↑ NORTH

Hedge



Hedge
4' wide



POLICY TITLE: Municipal Directors' Mobile Computers

ORIGINAL APPROVAL DATE: May 25, 2010

LAST REVIEWED BY COMMITTEE: November 13, 2019

ADOPTED BY BOARD OF DIRECTORS: November 28, 2019

Policy: The Regional District of Kootenay Boundary shall supply mobile computers, in the form of laptops or tablets, appropriate programs and support to the Municipal Directors as required to facilitate electronic agenda delivery and communication.

Purpose: To establish a policy governing the supply, support and use of mobile computers by Municipal Directors.

Procedure: The Regional District of Kootenay Boundary shall supply mobile computers for use by the Municipal Directors. The mobile computers shall have technical attributes and capabilities, at a minimum, to allow for the following:

- Electronic delivery of agenda packages
- Email
- Preparation and manipulation of office related documents and files such as Word and Excel files
- Viewing other files, deemed to be consistent with RDKB business needs, such as PowerPoint.

The ability to receive information or communication such as emails shall be supported whether the Municipal Director is at home, at either of the RDKB offices or away on business.

The RDKB supplied mobile computer is intended to support activities directly related to the performance of duties as a Municipal Director. The RDKB does not provide support for the use of the mobile computers for any activity or business not related to the requirements of the RDKB.

The Municipal Directors shall be responsible for facilitating the update of the operating system and anti-virus software on a bi-weekly basis or as required by the Manager of Information Services. This generally entails ensuring the mobile computer has access to the internet. There is no

Directors' Mobile Computers Policy
Page 1 of 2
November 28, 2019

intent that the Municipal Director will have to be active in this process at all. The Manager of Information Services shall automate this activity as much as possible and shall provide appropriate instruction on how this task is completed.

The RDKB is not responsible for the supply or repair and maintenance of wireless connectivity at the Municipal Director's home.

The RDKB recognized that it may be difficult to support the mobile computers for the Directors in the Boundary due to their distance from the Trail Office. The RDKB (through the efforts of the Manager of Information Services) will enter into agreements with preferred service providers in the Boundary to offer support. It will be the responsibility of the RDKB to initiate the service request, as well as being responsible for the costs incurred.

The RDKB will not be responsible for any costs for service or support related to the improper use of the mobile computer, failure to perform required updates or service not properly approved.

The RDKB shall be responsible for determining an appropriate mobile computer retention period.

Municipal Directors who are in possession of RDKB mobile computers must return them to the RDKB office once they are no longer on the RDKB Board of Directors for reissuance to a newly appointed Municipal Director in need of an RDKB mobile computer.

DRAFT - Reviewed by P&P Committee - Oct 9/19/Directors Committee - Oct 28/19/P&P Final Review - Nov 13/19/ to be approved by P&P - Nov 28/19



STAFF REPORT

Date:	04 Oct 2019	File	Policies
To:	Chair McGregor and Members of the Policy and Personnel Committee		
From:	Mark Andison, Chief Administrative Officer		
Re:	Policy Review: Municipal Directors' Laptops Policy		

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, presenting for review the Regional District of Kootenay Boundary Municipal Directors' Laptops Policy.

History/Background Factors

The RDKB Municipal Directors' Laptops Policy was originally adopted in 2010, with the purpose of establishing the procedures associated with the provision of laptop computers to municipal directors, including details regarding the support and usage of those devices. The policy was then reviewed by the Committee and Board in 2015 with some minor amendments being included at that time. The amendments included the addition of the words "as required" to the introductory policy statement and adding some clarity to the policy that municipal directors in possession of RDKB laptops must return them to the RDKB once the director is no longer a member of the RDKB Board of Directors.

Implications

Reviewing the policy, staff suggests one minor amendment to the wording to clarify that the policy applies more broadly to the provision of "mobile computers" to municipal directors, which may be either be a laptop or a tablet. More recently, the RDKB has been providing tablet devices to municipal directors rather than "laptops". Otherwise, staff feel that the policy as it is currently drafted adequately reflects the intent of the Board and the needs of the organization.

Advancement of Strategic Planning Goals

Regular review of the Municipal Directors' Laptops Policy advances the Board's strategic priority to "...continue to focus on good management and governance".

Background Information Provided

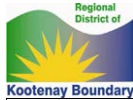
1. Current Municipal Directors' Laptops Policy
2. Amended Draft of Municipal Directors' Mobile Computers Policy

Alternatives

1. Refer the Draft Municipal Directors' Mobile Computers Policy, as amended, to Directors for comment, as per the Policy Development and Review Policy;
2. Refer the RDKB Municipal Directors' Laptops Policy, unchanged, to Directors for comment, as per the Policy Development and Review Policy;
3. Provide additional proposed amendments to the RDKB Municipal Directors' Laptops Policy and refer to Directors for comment, as per the Policy Development and Review Policy;
4. Refer the policy back to staff for further information.

Recommendation(s)

That the Draft RDKB Municipal Directors' Mobile Computers Policy, as amended, be referred to Directors for comment, as per the Policy Development and Review Policy.



POLICY TITLE: Municipal Directors' Laptops

APPROVAL DATE: May 25, 2010

REVIEWED BY COMMITTEE: March 11, 2015

ADOPTED BY BOARD OF DIRECTORS: April 30, 2015

Policy: The Regional District of Kootenay Boundary shall supply laptops, appropriate programs and support to the Municipal Directors as required to facilitate electronic agenda delivery and communication.

Purpose: To establish a policy governing the supply, support and use of the laptop computers by Municipal Directors.

Procedure: The Regional District of Kootenay Boundary shall supply laptop computers for use by the Municipal Directors. The laptops shall have technical attributes and capabilities, at a minimum, to allow for the following:

- Electronic delivery of agenda packages
- Email
- Preparation and manipulation of office related documents and files such as Word and Excel files
- Viewing other files, deemed to be consistent with RDKB business needs, such as PowerPoint.

The ability to receive information or communication such as emails shall be supported whether the Municipal Director is at home, at either of the RDKB offices or away on business.

The RDKB supplied laptop is intended to support activities directly related to the performance of duties as a Municipal Director. The RDKB does not provide support for the use of the laptops for any activity or business not related to the requirements of the RDKB.

The Municipal Directors shall be responsible for facilitating the update of the operating system and anti-virus software on a bi-weekly basis or as required by the Manager of Information Services. This generally entails ensuring the laptop has access to the internet. There is no intent that the Municipal Director will have to be active in this process at all. The Manager of Information Services shall automate this activity as much as

Directors' Laptops Policy
Page 1 of 2
May 25, 2010

possible and shall provide appropriate instruction on how this task is completed.

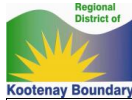
The RDKB is not responsible for the supply or repair and maintenance of wireless connectivity at the Municipal Director's home.

The RDKB recognized that it may be difficult to support the laptops for the Directors in the Boundary due to their distance from the Trail Office. The RDKB (through the efforts of the Manager of Information Services) will enter into agreements with preferred service providers in the Boundary to offer support. It will be the responsibility of the RDKB to initiate the service request, as well as being responsible for the costs incurred.

The RDKB will not be responsible for any costs for service or support related to the improper use of the laptop, failure to perform required updates or service not properly approved.

The RDKB shall be responsible for determining an appropriate laptop retention period.

Municipal Directors who are in possession of RDKB laptops must return them to the RDKB office once they are no longer on the RDKB Board of Directors for reissuance to a newly appointed Municipal Director in need of an RDKB laptop.



POLICY TITLE: Municipal Directors' ~~Laptops~~ Mobile Computers

APPROVAL DATE: May 25, 2010

REVIEWED BY COMMITTEE: March 11, 2015

ADOPTED BY BOARD OF DIRECTORS: April 30, 2015

Policy: The Regional District of Kootenay Boundary shall supply mobile computers, in the form of laptops or tablets, appropriate programs and support to the Municipal Directors as required to facilitate electronic agenda delivery and communication.

Purpose: To establish a policy governing the supply, support and use of ~~the laptop~~ mobile computers by Municipal Directors.

Procedure: The Regional District of Kootenay Boundary shall supply laptop mobile computers for use by the Municipal Directors. The ~~laptops~~ mobile computers shall have technical attributes and capabilities, at a minimum, to allow for the following:

- Electronic delivery of agenda packages
- Email
- Preparation and manipulation of office related documents and files such as Word and Excel files
- Viewing other files, deemed to be consistent with RDKB business needs, such as PowerPoint.

The ability to receive information or communication such as emails shall be supported whether the Municipal Director is at home, at either of the RDKB offices or away on business.

The RDKB supplied laptop mobile computer is intended to support activities directly related to the performance of duties as a Municipal Director. The RDKB does not provide support for the use of the ~~laptops~~ mobile computers for any activity or business not related to the requirements of the RDKB.

The Municipal Directors shall be responsible for facilitating the update of the operating system and anti-virus software on a bi-weekly basis or as required by the Manager of Information Services. This generally entails

Directors' Mobile Computers ~~Laptops~~ Policy
Page 1 of 2
May 25, 2010

ensuring the ~~laptop~~ mobile computer has access to the internet. There is no intent that the Municipal Director will have to be active in this process at all. The Manager of Information Services shall automate this activity as much as possible and shall provide appropriate instruction on how this task is completed.

The RDKB is not responsible for the supply or repair and maintenance of wireless connectivity at the Municipal Director's home.

The RDKB recognized that it may be difficult to support the ~~laptops~~ mobile computers for the Directors in the Boundary due to their distance from the Trail Office. The RDKB (through the efforts of the Manager of Information Services) will enter into agreements with preferred service providers in the Boundary to offer support. It will be the responsibility of the RDKB to initiate the service request, as well as being responsible for the costs incurred.

The RDKB will not be responsible for any costs for service or support related to the improper use of the ~~laptop~~ mobile computer, failure to perform required updates or service not properly approved.

The RDKB shall be responsible for determining an appropriate ~~laptop~~ mobile computer retention period.

Municipal Directors who are in possession of RDKB ~~laptops~~ mobile computers must return them to the RDKB office once they are no longer on the RDKB Board of Directors for reissuance to a newly appointed Municipal Director in need of an RDKB ~~laptop~~ mobile computer.



POLICY TITLE: Employee Recognition

ORIGINAL APPROVED BY BOARD OF DIRECTORS: October 29, 2015

REVISED APPROVED BY BOARD OF DIRECTORS: November 28, 2019

Policy: The Regional District of Kootenay Boundary (RDKB) shall recognize extended periods of service to the Regional District by its employees as well as recognizing an employee's service on retirement or resignation.

Purpose: To establish a policy and practice recognizing service to the Regional District by its employees.

Procedure: Long service awards will normally be presented to employees in December of each year, but may be presented at other times under special circumstances. Awards presented in December shall be based on the length of service of the employee at the end of the current calendar year.

Employee Service Awards:

In recognition of the service of regular employees, the Regional District shall annually make long service awards as set out below. Years of service need not be continuous. The award may be in the form of a gift, cheque or gift certificate as determined by the Manager of Corporate Administration in consultation with the Chair of the Board. Awards for service shall be accompanied by an appropriate certificate.

Years of Service	Value of Award
10	\$100
20	\$200
30	\$300
Every five years after 30	\$400

Employee Retirement or Resignation:

On the retirement or resignation of an employee who has ten or more years of continuous service, the RDKB shall present the employee with a gift (gift, cheque or gift certificate) with a value calculated on the basis of \$15 for each full year of service. The presentation shall be made by the Chair or his/her designate.

The RDKB will not take an active role in the planning or preparation of any celebration of the retirement or resignation of an employee. If a formal event is organized the Regional District shall contribute up to \$300 towards the event. This contribution is discretionary and a request shall be reviewed by the Manager of Corporate Administration in consultation with the Chair of the Board.

DRAFT - Reviewed by P&P Committee - Oct 9/19/Directors Comments - Oct 28/19/P&P Final review - Nov 13/19/ to BOD-FINAL APPROVAL - NOV 28/19



STAFF REPORT

Date: 04 Oct 2019
To: Chair McGregor and Members of the Policy and Personnel Committee
From: Mark Andison, Chief Administrative Officer
Re: Employee Recognition Policy Review

File Policies

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, presenting for review the Regional District of Kootenay Boundary Employee Recognition Policy.

History/Background Factors

The RDKB Employee Recognition Policy was originally adopted in 2015. The policy essentially formalized the past practice with respect to the recognition of employees for long service to the organization and upon retirement or resignation after ten or more years of continuous service.

From a staff perspective, the process and considerations included in the policy continue to function well for the organization.

Implications

It is suggested that the policy be distributed to Directors for comment, as per the RDKB Policy Development and Review Policy.

Advancement of Strategic Planning Goals

Regular review of the Employee Recognition Policy advances the Board's strategic priority to "...continue to focus on good management and governance".

Background Information Provided

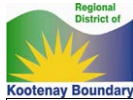
RDKB Employee Recognition Policy

Alternatives

1. Refer the Employee Recognition Policy to Directors for comment, as per the RDKB Policy Development and Review Policy;
2. Refer the policy back to staff for further information;
3. Recommend amendments to the policy and refer the policy with the proposed amendments to Directors for comment, as per the RDKB Policy Development and Review Policy.

Recommendation(s)

That the Regional District of Kootenay Boundary Employee Recognition Policy be referred to Directors for comment, as per the Policy Development and Review Policy.



POLICY TITLE: Employee Recognition

ORIGINAL APPROVED BY BOARD OF DIRECTORS: October 29, 2015

REVISED APPROVED BY BOARD OF DIRECTORS

Policy: The Regional District of Kootenay Boundary (RDKB) shall recognize extended periods of service to the Regional District by its employees as well as recognizing an employee's service on retirement or resignation.

Purpose: To establish a policy and practice recognizing service to the Regional District by its employees.

Procedure: Long service awards will normally be presented to employees in December of each year, but may be presented at other times under special circumstances. Awards presented in December shall be based on the length of service of the employee at the end of the current calendar year.

Employee Service Awards:

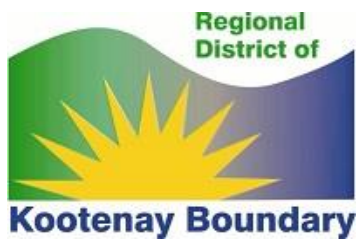
In recognition of the service of regular employees, the Regional District shall annually make long service awards as set out below. Years of service need not be continuous. The award may be in the form of a gift, cheque or gift certificate as determined by the Manager of Corporate Administration in consultation with the Chair of the Board. Awards for service shall be accompanied by an appropriate certificate.

Years of Service	Value of Award
10	\$100
20	\$200
30	\$300
Every five years after 30	\$400

Employee Retirement or Resignation:

On the retirement or resignation of an employee who has ten or more years of continuous service, the RDKB shall present the employee with a gift (gift, cheque or gift certificate) with a value calculated on the basis of \$15 for each full year of service. The presentation shall be made by the Chair or his/her designate.

The RDKB will not take an active role in the planning or preparation of any celebration of the retirement or resignation of an employee. If a formal event is organized the Regional District shall contribute up to \$300 towards the event. This contribution is discretionary and a request shall be reviewed by the Manager of Corporate Administration in consultation with the Chair of the Board.



STAFF REPORT

Date: October 29, 2019

File

**To: Chair Roly Russell and Members
of the Regional District Kootenay
Boundary Board of Directors**

From: Dan Derby, Regional Fire Chief

Re: Emergency Communication Service
Liability Insurance

Issue Introduction

A staff report from Dan Derby, Regional Fire Chief regarding liability insurance for our emergency communication service (9-1-1) agreement between the Regional District of Central Okanagan (RDCO) and the Regional District Kootenay Boundary (RDKB).

History/Background Factors

The RDKB is one of nine regional districts that have formed a partnership for the provision of 9-1-1 Public Safety Answer Point (PSAP) services for our communities. The PSAP service are provided through a partnership agreement with the RDCO for the provision of primary 911 PSAP services to the RDKB through a third party agreement with E-Comm 9-1-1. This agreement was extended in September to the end of 2020.

As part of the contract extension a legacy, issue was identified that requires a resolution of the board to add the RDCO as an "Associate Member" to the RDKB policy for liability insurance purposes.

Implications

By adding the RDCO as an Associate member, if any claims were to arise from their services, it would be subject to the RDKB's \$10,000 deductible and could affect the RDKB's claims experience rating and future premiums. This is why we require a board resolution.

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Services – Ensure responsible and proactive funding for core services.

Background Information Provided

- Emergency Services Communication (9-1-1) Agreement – Amendment No.1 (contract extension) – attached
- Emergency Services Communication (9-1-1) Agreement - attached

Alternatives

1. Authorize that the Municipal Insurance Association of British Columbia add the Regional District Central Okanagan as an "Associate Member" to the Regional District Kootenay Boundary's policy for liability insurance purposes.
2. Provide alternate direction to staff.

Recommendations

That the Regional District Kootenay Boundary Board authorizes the Municipal Insurance Association of British Columbia to add the Regional District Central Okanagan as an "Associate Member" to the Regional District Kootenay Boundary's policy for liability insurance purposes as set out in the Service Provider Agreement, related to the administration of the 9-1-1 Call Answer Centre Service Agreement and the Emergency Services Communication (9-1-1) Agreement – Amendment No.1.



SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this ____ day of _____, _____ by and in between _____ (the “Local Government”) and _____ (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

- ☐ The Service Provider has not caused or contributed to any insured or uninsured losses in the past 5 years.
- ☐ The term of the Agreement is from the ____ day of _____, _____ and the ____ day of _____, _____.
- ☐ The term of the Agreement is perpetual commencing the ____ day of _____, _____.
- ☐ As the Service Provider may attract errors and omissions claims, the Local Government agrees to maintain commercial general liability coverage from the MIABC beyond the termination of the Agreement, specifically until the ____ day of _____, _____.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government. By entering into this agreement, the Service Provider confirms they have the necessary training, experience and knowledge to provide the services as set out above.

The Local Government agrees to obtain commercial general liability and errors and omissions insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with

respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- ☐ The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- ☐ The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

ON BEHALF OF <LOCAL GOVERNMENT>

Name:

Title:

Signature:

Date:

ON BEHALF OF <SERVICE PROVIDER>

Name:

Title:

Signature:

Date:

9-1-1 Call Answering Service Agreement
A14-148 (Amendment No.1)

EMERGENCY SERVICES COMMUNICATION (9-1-1) AGREEMENT – AMENDMENT NO.1

THIS AGREEMENT AMENDMENT NO.1 (the "Agreement Amendment") is made as of the 28th day of ~~September~~, 2019
~~October~~
BETWEEN:

REGIONAL DISTRICT OF CENTRAL OKANAGAN
(the "RDCO")

AND:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
(the "RDKB")

WHEREAS:

- A. The RDCO and the RDKB entered into a 9-1-1 Call Answer Centre Service Agreement (reference number A14-148) dated July 1, 2014 (the "Agreement");
- B. Pursuant to the Agreement, the parties agreed in section 7.2 an option to extend the Agreement upon the same terms and conditions save with respect to the payments set out in Appendix B; and
- C. Subsequent to the parties' exercise of rights of extension for a further term of five (5) years in accordance with the original terms and conditions of the Agreement, the parties have reached mutual agreement to extend the Agreement for a shorter term, as further provided for in this Agreement Amendment.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and of the sum of \$10 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

- 1.1 The Agreement is extended for the term commencing November 18, 2019 and ending December 31, 2020 (the "Extension Term").
- 1.2 During the Extension Term, the RDCO will negotiate in good faith the terms of a new *E-Comm Contract* with *E-Comm*, for provision of Call Answer Services and Additional 9-1-1 Service for all *Regional District Partners*, for commencement on January 1, 2021.
- 1.3 The Agreement is amended by deleting section 7.2 (Extension) in its entirety.
- 1.4 The Agreement is amended by deleting *Appendix B - Fees, Invoices & Payments* in its entirety, and replacing it with *Appendix B – Fees, Invoices & Payments (Revised in Amendment No.1)*, attached hereto.
- 1.5 The terms of this Agreement Amendment are expressly made part of the Agreement to the same extent as if incorporated therein, and both the RDCO and the RDKB agree that all agreements, covenants, conditions, and provisos contained in the Agreement, except as amended or altered by this Agreement Amendment, shall be and remain unaltered and in full force and effect during the Extension Term. The RDCO and the RDKB both acknowledge and agree to perform and observe, respectively, the obligations of the RDCO and the RDKB under the Agreement as extended and modified hereby. The RDCO and the RDKB hereby confirm and ratify the Agreement as hereby extended and amended.

- 1.6 All terms capitalized herein and not otherwise defined in this Agreement Amendment shall have the same meaning as the Agreement.
- 1.7 The provisions of this Agreement Amendment shall enure to the benefit of and be binding upon the parties' respective successors and permitted assigns.

IN WITNESS WHEREOF this Agreement Amendment has been executed and delivered by the parties as of the day and year first above written.

**REGIONAL DISTRICT OF CENTRAL
OKANAGAN**

Per: _____

Name: Brian Reardon
Title: CAO

Per: _____

Name:
Title:

**REGIONAL DISTRICT OF KOOTENAY
BOUNDARY**

Per: _____

Name: Poland Russell
Title: Chair of the Board

Per: _____

Name: Theresa Heratton
Title: Manager of Corporate Administration

**APPENDIX B
FEES, INVOICES & PAYMENTS (REVISED IN AMENDMENT NO.1)**

D1

9-1-1 Fees.

Pursuant to Section 4.1, the 9-1-1 fees payable by RDKB to RDCO are to be the RDKB's Apportionment (as per the definition under D.1.1) of the sum of the budgeted annual cost calculated each year for:

- a) the "Total Annual Estimated Cost" as budgeted each year (except for the "Capital / Equipment Upgrade Cost in Year 1"*) detailed in D1.2 E-Comm Contract Pricing herein;
- b) the Operating Contingency for the E-Comm Contract, as per D1.3 Operating Contingency herein;
- c) the "Total RDCO Direct Costs", as per D1.4 RDCO Direct Costs herein; and
- d) the Administration Overhead charge, as per D1.5 herein.

*Note: The Capital / Equipment Upgrade Costs for Year 1 detailed in D1.2 E-Comm Contract Pricing will be paid from existing Capital Reserve Funds which the parties along with all Regional District Partners currently hold.

Using the methodology described above, upon the date of execution of this agreement, the estimated 9-1-1 Fees payable by RDKB to RDCO in each calendar year are as follows:

	2015	2016	2017	2018	2019	2020
Regional District of Kootenay Boundary	\$ 60,521	\$ 63,534	\$ 66,412	\$ 69,419	\$ 74,408	\$ 61,005

Note: the actual amounts will be calculated each year.

D1.1 Cost Apportionment

The parties hereby agree that all costs outlined in D1.2 to D1.5 herein shall be shared by all the Regional District Partners, pro rata, in proportions equivalent to the percentage that each Regional District Partner's respective converted assessed value of improvements for hospital purposes using the annual completed assessment roll, bears to the total converted assessed value of improvements of all Regional District Partners (the "Apportionment").

These proportions shall be determined on an annual basis, on or before March 1st in each year of this Agreement and shall apply to the current calendar year.

D1.2 E-Comm Contract Pricing

a) Original Term Pricing:

	A	B	C	D	E
	Contract Year	Project Management Costs	Capital / Equipment Upgrade Costs	Operating Costs	Total Annual Estimated Cost (Sum of Columns B, C, D)
1	Year 1 (Nov 18, 2014 - Nov 17, 2015)	\$ 50,000	\$ 287,870	\$ 865,140	\$ 1,203,010
2	Year 2 (Nov 18, 2015 - Nov 17, 2016)	\$ -	\$ 19,190	\$ 908,540	\$ 927,730
3	Year 3 (Nov 18, 2016 - Nov 17, 2017)	\$ -	\$ 19,190	\$ 953,760	\$ 972,950
4	Year 4 (Nov 18, 2017 - Nov 17, 2018)	\$ -	\$ 19,190	\$ 1,001,040	\$ 1,020,230
5	Year 5 (Nov 18, 2018 - Nov 17, 2019)	\$ -	\$ 19,190	\$ 1,050,000	\$ 1,069,190
6	Total Contract Price over 5 Year Term (Sum of rows E1, E2, E3, E4, E5)				\$ 5,193,110

b) Extension Term Pricing:

	A	B	C	D	E
	Contract Year	Project Management Costs	Capital / Equipment Upgrade Costs	Operating Costs	Total Annual Estimated Cost (Sum of Columns B, C, D)

1st Extension Term:

Nov 18, 2019 - Dec 31, 2019	\$ -	\$ -	\$ 2,239	\$ 116,548	\$ 118,787
Jan 1, 2020 - Dec 31, 2020	\$ -	\$ -	\$ 19,190	\$ 1,028,949	\$ 1,048,139
			Total	\$	\$ 1,166,926

Notes:

- E-Comm operates under a cost-recovery model which is based on budgeted costs.

Assumptions with respect to the above costs have been included below.

- Based on the 2014 Budget Approved by the E-Comm Board of Directors.
- % targeted average service 95%/5 seconds for 9-1-1 Call Answer.
- Year 2 through Year 5 estimates based on assumptions as provided by the RDCO in the NRFP and E-Comm's Approved Strategic Financial Plan. Please also refer to note (f) below.
- Staffing and related assumptions include:
 - The staffing component takes into account the efficiency of joining a consolidated 9-1-1 PSAP call answer centre.
 - The total staffing component is based on a total call volume of 230,000 calls with an average handle time (across all defined call types: Regular, Trouble not Known, Abandoned - Data Only, and does not include Text-with-911 for the DHHSI Community) as specified in the pricing assumption by the RDCO as requiring 46 seconds.
 - The staffing component assumes a 2% growth rate in call volume each year over the course of the five years as specified by the RDCO.
 - The staffing component is based on downstreaming all abandoned calls, comprised of 16% of the provided call volume of 230,000 calls annually, which assumes a 2% annual increase.
 - If call-backs are to be made from the PSAP versus the RCMP OCC, then pricing will be adjusted accordingly.

Notes (continued):

(e) Abandoned Call Time Assumptions:

- Trouble Not Known Calls
 - All calls are downstreamed to The RCMP OCC
- Unknown - Data Only Calls
 - The assumption used in the price quote is 5 seconds (not the 29 seconds in the NRFP) as the description provided and detailed in the NRFP indicates that insufficient data is provided to make a call back.

(f) Each year, should any of the following conditions be met, staffing levels will be impacted, and a pricing change may be triggered for the following year.

- Call volumes increase by 3% or more in any given year.
- The average call handling time across all call types exceeds 65 seconds.

(g) Specific items related to transition that may require funding will be determined during project planning.

The estimates above relates to one time project management and related costs.

(h) The above excludes any and all costs directly attributable to any future implementation of NG 9-1-1 during the contract term as defined by the NRFP Addendum No. 1.

(i) As part of the governance of E-Comm, our proposal is subject to approval by our Board of Directors. This will take place once the Service Agreement has been finalized.

(j) As requested in N114-125 Clarification/Amendment Request No. 2, we have adjusted the above table to reflect the Capital/Equipment Upgrade costs that are specific to RDCO and that can be paid up front in Year 1, thereby eliminating the related built-in financing costs.

The portion remaining in Years 2 through 5 is an allocation for the use of shared infrastructure by the RDCO and therefore is not eligible to be paid up front but is an annual capital component.

D1.3 Operating Contingency

For each Contract Year noted in the E-Comm Contract Pricing under D1.2, the RDCO shall budget \$50,000 to specifically cover potential changes to the E-Comm Contract Pricing annual estimated costs, as per the notes under the E-Comm Contract Pricing in D.12.

D1.4 RDCO Direct Costs

In each calendar year, the RDCO Direct Costs are estimated to be as per the table below. (Note: these are estimates only, and actual costs incurred will be shared as per D1.1):

	2019	2020
Salaries - Full Time	29,871	30,468
Payroll Overhead	8,065	8,226
Travel	2,250	2,295
Meetings / Communication/Education	1,500	1,530
Telephone	1,000	1,020
Insurance	8,116	8,278
Office Supplies	400	408
Legal	2,000	2,040
Total RDCO Direct Costs (\$):	53,202	54,265

Note: Any surplus/deficit will be carried forward to the next year's budget. Any future surpluses may be put into an operating reserve or used to reduce the requisition for the following year.

D1.5 Administration Overhead

An administration overhead charge in accordance with the RDCO Administration Overhead Policy 7.19, to be calculated each year, will be applied to all costs in D1.2 to D1.4 above. In 2019, that % is estimated to be 9.03%.

D2 Other Fees.

The following are not included in the 9-1-1 Fees detailed in D1, and will be extra fees payable upon consultation between the parties: (admin charges will also apply):

- Other potential fee, which are not definable and /or could become payable during the term
- Fees for Material Compliance change, as per section 4.2 of the E-Comm Contract
- Next Generation N911 costs
- Additional 9-1-1 Services, where it expressly states and additional cost may be charged, as per Schedule B of the E-Comm Contract
- Any costs associated with early termination, as per section 7.
- Staffing for a Planned Major Event, as per Schedule B (e) of the E-Comm Contract.

D3 Payment Terms.

Fees for each contract year shall be requisitioned in April and payment received no later than August 31st of that year.



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EMERGENCY SERVICES COMMUNICATION (9-1-1) AGREEMENT

THIS AGREEMENT is made effective July 1st, 2014

BETWEEN:

REGIONAL DISTRICT OF CENTRAL OKANAGAN
1450 KLO Road
Kelowna, British Columbia
V1W 3Z4
(the "RDCO")

AND:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
202-843 Rossland Avenue
Trail, British Columbia
V1R 4S8
(the "RDKB")

WHEREAS:

- A. The RDKB and TELUS Communications Inc. ("Telus") entered into an "Agreement to Provide Provincial 9-1-1 Service" on March 10, 2003;
- B. Upon execution of this Agreement and the other Agreements listed in Recital C, the RDCO will enter into a 9-1-1 Call Answer Centre Service Contract with E-Comm Emergency Communications for Southwest British Columbia Incorporated ("E-Comm") for the provision of Call Answer Services and Additional 9-1-1 Services by E-Comm to the RDCO and the Regional District Partners (as defined in Recital C) and a copy of that Contract is attached to this Agreement as Appendix A (in this Agreement, that Contract, as amended from time to time, is referred to as the "E-Comm Contract");
- C. The RDCO is entering into this same Emergency Services Communication (9-1-1) Agreement with each of the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North) (the "Regional District Partners"), under which the RDCO will enter into the contract detailed under Recital B to provide Call Answer services and Additional 9-1-1 Services, for the RDCO and all Regional District Partners.
- D. The parties wish to enter into this Agreement to set forth the terms and conditions by which the RDCO will engage E-Comm under the E-Comm Contract to provide Call Answer services and Additional 9-1-1 Services to RDKB and RDKB will pay to RDCO a share of the fees payable to E-Comm under the E-Comm Contract and an administration fee and other amounts to RDCO.

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- E. The parties hereby agree that the Contract for Enhanced 9-1-1 Emergency Telephone Number Service between RDCO and RDKB, dated January 1st 2010, (which via Amendment No.2 to that contract was due to expire on December 31st, 2014), will terminate upon commencement of the Term of this Agreement defined in section 7 hereto.

NOW THEREFORE THIS AGREEMENT WITNESSES that, in consideration of the mutual covenants and agreements set forth in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the parties), the parties hereby agree as follows:

9-1-1 Call Answering Service Agreement
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1. INTERPRETATION:

1.1 Defined Terms. In this Agreement:

- a) "Additional 9-1-1 Services" means the functions described in Schedule "B" of the E-Comm Contract hereto;
- b) "Call Answer" means the process of answering 9-1-1 calls, determining the type of emergency required, and directing the call to an Emergency Response Agency;
- c) "Call Answer Centre" means the communications facility operated by E-Comm, 24 hours a day, 365 days a year, and directing the call to an Emergency Response Agency.
- d) "9-1-1 Agreements" means the separate agreements between Telus and each of the RDCO and the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North), under which Telus provides Provincial 9-1-1 Service to each of the said Regional District Partners, as listed in Schedule "F" of the E-Comm Contract.
- e) "ERA" or "Emergency Response Agency" means the communications centre to which 9-1-1 calls are transferred from the Call Answer Centre and which is the agency responsible for dispatching emergency medical, fire or law enforcement personnel;
- f) "Serving Area" means the geographic area of the RDKB; and
- g) "Term" has the meaning set out in Section 7.1 hereof.

2. E-COMM SERVICE CONTRACT :

2.1 E-COMM Service Contract. The RDCO will enter into and administer the E-Comm Contract pursuant to which E-Comm will, in accordance with the terms and conditions of the E-Comm Contract:

- a) provide Call Answer services to the RDKB throughout and for the benefit of the Serving Area in accordance with the terms of this Agreement and any relevant terms of the 9-1-1 Agreements.
- b) Provide Additional 9-1-1 Services to the RDKB in accordance with the terms of the E-Comm Contract; and
- c) Recommend to the RDKB optional services that could be provided under this Agreement at additional cost to the RDKB at the discretion of the RDKB, along with a reasonable estimate of the annual incremental cost of such services.

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3. E-COMM PAYMENT:

- 3.1 RDCO will pay E-Comm. RDCO will pay to E-Comm all fees and other amounts from time to time payable by RDCO pursuant to the E-Comm Contract in accordance with the terms and conditions of the E-Comm Contract.

4. RDKB PAYMENTS:

- 4.1 9-1-1 Fees. For each year of the Term the RDKB will pay to RDCO the amounts set out in Appendix B to this Agreement, in the manner and at the time specified in Appendix B.
- 4.2 9-1-1 Fee Adjustments. Should any of the Regional District Partners participating in this service terminate this Agreement before the completion of the full term, the RDKB acknowledges that fees payable to E-Comm under the E-Comm Contract may have to be revised to reflect the lower call volume and increased costs to the remaining Regional District Partners, with corresponding adjustment to the fees payable by the RDKB to the RDCO under Appendix B.

5. TELUS:

- 5.1 E-Comm Authority to Deal with Telus. Subject to the prior approval of Telus, the RDKB hereby agrees that the RDCO's service provider E-Comm may contact and deal directly with Telus with respect to those matters listed in Schedule A to the E-Comm Contract.
- 5.2 Communication of Authority. Immediately after its execution of this Agreement, the RDKB will deliver to Telus written confirmation of the authority granted to RDCO's service provide E-Comm, pursuant to section 5.1 in relation to the 9-1-1 Agreement between RDKB and Telus.

6. ADDITIONAL 9-1-1 SERVICES:

- 6.1 Scope. If with the agreement of RDKB, E-Comm is requested to provide any Additional 9-1-1 Services (other than an Additional 9-1-1 Service listed in Schedule "B" to the E-Comm Contract as of the date of that Contract's execution, unless Schedule "B" expressly refers to the fact that an additional cost may be charged to the RDKB for that Additional 9-1-1 Service) then the RDKB will pay additional charges for such services at such rates as the parties may agree in writing.

7. TERM AND RENEWAL:

- 7.1 Term. Subject to Section 7.2, the term of this Agreement (the "Term") will commence on November 18, 2014 and shall terminate on November 17, 2019.
- 7.2 Extension. The parties may, upon mutual agreement, extend the Term of this Agreement for five (5) additional years provided all Regional District Partners and the RDCO have agreed to extend all of the agreements referred to in Recital C, and the RDCO and E-Comm have agreed to extend the E-Comm Contract, at least one (1) year prior to the end of the Term in section 7.1. The extension term will be on the same terms and conditions contained in this Agreement with the exception of the payments by RDKB detailed in Section 4.

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7.3 Early Termination.

- (a) During the Term, either party will have the right to terminate this Agreement by giving not less than 18 months' written notice to the other party.
- (b) This Agreement will automatically terminate in the event that the E-Comm Contract is terminated for any reason (including if the RDCO terminates the E-Comm Contract). The RDCO will provide to the RDKB a copy of any notice of termination under the E-Comm Contract within 10 days of receiving or delivering such notice from or to E-Comm as the case may be.
- (c) RDCO will have the right to terminate this Agreement by giving not less than 90 days' written notice to the RDKB in the event that the RDKB fails to pay the 9-1-1 Fees described in accordance with Schedule B and the RDKB does not pay such amount within 14 days following notice from RDCO.

7.4 Obligations Upon Termination. In addition to any other obligations of the RDKB upon termination specified in or required under this Agreement, the following provisions apply upon any termination of this Agreement :

- (a) Within 14 days after the effective date of termination, the RDKB will pay to the RDCO all amounts owing under this Agreement for the period up to and including the effective date of termination.
- (b) The RDKB will pay to the RDCO its portion, according to the portions defined in Appendix B, of the reasonable costs incurred by E-Comm in developing and implementing the plan contemplated by Section 7.4(b) of the E-Comm Contract and, if applicable, in winding down costs as contemplated by section 7.4(c) of the E-Comm Contract.

8. INDEMNIFICATION AND INSURANCE

8.1 Acknowledgements Respecting RDCO Function. The RDKB acknowledges and agrees with the RDCO that:

- (a) the RDCO has, at the request of RDKB and the other Regional District Partners, engaged E-Comm to perform the services under the E-Comm Contract for the benefit of RDKB, RDCO and the rest of the Regional District Partners and that aside from entering into and administering the E-Comm Contract, the RDCO is not providing any services to the RDKB or the other Regional District Partners;
- (b) given the circumstances set out in paragraph (a) of this section but subject to RDCO's obligation to indemnify the RDKB under section 8.2(a), the RDCO shall have no liability to the RDKB in respect of the provision of the services under the E-Comm Contract and the RDKB hereby releases the RDCO from all liability to the RDKB in connection with the provision of such services, including, without limiting the foregoing, where in any way arising from, connected with or attributable to any acts or omissions, negligent, willful or otherwise, of E-Comm or any of its directors, officers, shareholders, employees, contractors or agents and the RDKB hereby releases the RDCO in respect of such liability;

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- (c) pursuant to the provisions of the *Emergency Communications Corporations Act*, E-Comm and certain other persons in relation to E-Comm have immunity from certain legal action in relation to the provision of or failure to provide emergency communications services; and
- (d) the liability of E-Comm (and its directors, officers, shareholders, employees and agents) to the RDCO in connection the provision of services under the E-Comm Contract is limited pursuant to the terms of the E-Comm Contract.

8.2 Indemnities.

- (a) The RDCO shall indemnify and save harmless the RDKB from and against any and all manner of actions, causes of action, proceedings, claims, debts, suits, losses, liabilities, costs, demands and expenses whatsoever in any way arising from, connected with or attributable to Call Answer services provided for 9-1-1 calls that originate within the boundaries of the RDCO.
- (b) The RDKB shall indemnify and save harmless the RDCO from and against any and all manner of actions, causes of action, proceedings, claims, debts, suits, losses, liabilities, costs, demands and expenses whatsoever in any way arising from, connected with or attributable to Call Answer services provided for 9-1-1 calls that originate within the RDKB's Serving Area, including, for clarity and without limiting the foregoing, where arising from, connected with or attributable to, in whole or in part, any act or omission, negligent, willful or otherwise, of E-Comm or any of its directors, officers, shareholders, employees, contractors or agents.
- (c) Notwithstanding paragraph (b) of this section, if, in the event of a specific action, cause of action, proceeding, claim, debt, suit, loss, liability, cost, demand or expense (in this section, a "Matter"), E-Comm would be required pursuant to section 3.6 of the E-Comm Contract to indemnify the RDCO for RDCO liability, costs or expenses in relation to the Matter and the RDCO would, but for this paragraph (c), also be entitled to be indemnified in respect of such liability, cost or expense by the RDKB pursuant to paragraph (b) of this section, the amount for which the RDKB is required to indemnify the RDCO under paragraph (b) in respect of such liability shall be reduced by the amount that E-Comm is required to indemnify the RDCO in respect of such liability under section 3.6 of the E-Comm Contract. For clarity, the intent of this paragraph (c) is to provide that where, but for this paragraph, the RDCO would have overlapping indemnity coverage, the RDKB indemnity shall operate so as to not to provide indemnity coverage to the extent of such overlap, but only to that extent.

8.3 Insurance.

The parties agree to each obtain and maintain a comprehensive general liability insurance policy against claims for bodily injury, including death, property damage or other loss arising out of the operation of the Call Answer service. All Regional District Partners are to be included as additional insureds on all policies. Each policy shall be written on a comprehensive basis with inclusive limits of no less than \$5,000,000 per occurrence or such higher limit as the parties may agree from time to time. If this Agreement is terminated prior to the expiration of the Term, the

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parties agree to maintain the respective policies for two (2) years after the date of such termination.

9. CONFIDENTIAL INFORMATION:

- 9.1 Access to Information Requests and Protection of Privacy. The RDCO and RDKB acknowledge and agree that the printed, electronic, and other records produced and maintained by E-Comm, for the purpose of, or in connection with, the provision of the services provided under the E-Comm Contract are records that for the purpose of the Freedom of Information and Protection of Privacy Act (B.C.) ("FIPPA") are in the custody and under control of the RDCO and/or one or more of the Regional District Partners, depending on the place of origin of the 9-1-1 call to which the record relates, and that the RDKB shall be responsible to process any request for access to those records under FIPPA that are received from third parties by the RDCO or E-Comm if where the place of origin of the 9-1-1 call to which the record relates is located within the boundaries of the RDKB. The RDCO and RDKB will comply with all federal and provincial legislation applicable with respect to the protection of privacy as is in effect from time to time, including without limitation the provision of the Emergency Communication Corporations Act (B.C.), and FIPPA. Without limiting the foregoing, the RDKB and the RDCO both acknowledge and agree that the records referred to in this section 8.3 include personal information (as defined in FIPPA) and that such personal information shall be collected, maintained, used and disclosed only as permitted by and in accordance with the provisions of FIPPA.

10. DISPUTE RESOLUTION:

- 10.1 Should there be a disagreement or dispute between the parties hereto with respect to this Agreement or the interpretation thereof, the same shall be referred to a single arbitrator pursuant to the Arbitration Act [R.S.B.C. 1996] chapter 55, the costs of which shall be borne equally by the parties hereto and the determination of the arbitrator shall be final and binding upon the parties.

11. GENERAL PROVISIONS:

- 11.1 No Third Party Beneficiaries. Nothing contained in this Agreement will create a duty or liability on the part of the RDCO, the RDKB or their respective employees or agents, to any member of the public and there are no third party beneficiaries to this Agreement.
- 11.2 Assignment. Neither party will have the right to assign, transfer (whether directly or indirectly by way of a change of control) or otherwise dispose of any of its interest in all or any part of the Agreement, whether gratuitously or for consideration, without the prior written consent of the other party.
- 11.3 Notices. Any notice required pursuant to this Agreement will be in writing and delivered personally, by courier or sent by registered mail (with proper postage) to the addresses listed hereafter. In the event of a strike or other disruption of postal service, delivery personally or by courier only will be effective.

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A. The RDCO.

Manager of Corporate Services
Regional District of Central Okanagan
1450 KLO Road
Kelowna, B.C. V1W 3Z4

Phone: (250) 763-4918
Fax: (250) 763-0606

B. The RDKB

Chief Administrative Officer
Regional District of Kootenay Boundary
202-843 Rossland Ave
Trail, B.C. V1R 4S8

Phone: (250) 368-9148
Fax: (250) 368-3990

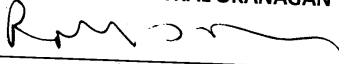
Or to such other address or contact person as either party may indicated in writing to the other.

- 11.4 Benefit. This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.
- 11.5 Entire Agreement. This Agreement constitutes the entire agreement of the parties relating to the Call Answer Centre, the Call Answer services and the Additional 9-1-1 Services and supersedes any previous agreement between the parties, whether written or verbal.
- 11.6 Severability. If any provision of this Agreement is held to be unenforceable, then such provision will be severed from this Agreement and the remaining provisions will remain in full force and effect. The parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the parties.
- 11.7 Waiver. The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will remain in full force and effect.
- 11.8 Relationship of Parties. This Agreement will not create nor will it be interpreted as creating any association, partnership or agency relationship between the parties.
- 11.9 Governing Law. This Agreement will be governed by the laws of British Columbia and the laws of Canada applicable therein. The parties attorn to the exclusive jurisdiction of the courts of British Columbia.
- 11.10 Counterparts. This Agreement may be executed in counterpart, both of which together will constitute one and the same instrument, and either party may deliver its counterpart page by facsimile transmission.
- 11.11 Termination of Regional District Partner Agreements. Notwithstanding any other provision of this Agreement, in the event any of the other Regional District Partners described in Recital C terminate their 9-1-1 Agreements with the RDCO or Telus (or an affiliate, successor or assign of Telus) or have such 9-1-1 Agreements terminated, then the RDCO will be entitled to terminate the E-Comm Contract or enter into good faith negotiations with RDKB to review the pricing and adjust the 911 Fees accordingly in order to fairly and reasonably reflect the reduction in the level of services provided under the E-Comm Contract.

9-1-1 Call Answering Service Agreement
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IN WITNESS WHEREOF the parties have executed this Agreement as of the date first set forth on page one.

REGIONAL DISTRICT OF CENTRAL OKANAGAN

Signature: 

Name: ROBERT HOBSON
CHAIR

Title: _____

Signature: 

Name: MARILYN RILKOFF
DEPUTY CHIEF ADMINISTRATIVE OFFICER
REGIONAL DISTRICT OF CENTRAL OKANAGAN

Date: July 8, 2014

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Signature: 

Name: Linda Worley

Title: Vice Chair

Signature: 

Name: John M. MacLean

Title: CAO

Date: June 30, 2014

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APPENDIX A
COPY OF ECOMM SERVICE CONTRACT

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APPENDIX A – "E-COMM CONTRACT"

9-1-1 CALL ANSWER CENTRE SERVICE CONTRACT

THIS AGREEMENT is made effective _____, 2014

BETWEEN:

REGIONAL DISTRICT OF CENTRAL OKANAGAN

(the "District")

AND:

E-COMM EMERGENCY COMMUNICATIONS FOR SOUTHWEST BRITISH COLUMBIA INCORPORATED

("E-Comm")

WHEREAS:

- A. The District and TELUS Communications Inc. ("Telus") entered into an "Agreement to Provide Provincial 9-1-1 Service";
- B. The District has entered into Emergency Services Communication (9-1-1) Agreements with each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North), under which the District provides emergency communications services, including primary safety answering point services provided from the 9-1-1 Operational Communications Centre located in Kelowna. The District administers the general operations of the Communications Centre in partnership with the Royal Canadian Mounted Police (RCMP);
- C. The RCMP has functioned as the Call Answer Centre for the purposes of the 9-1-1 Agreement between the District and Telus, and under the Emergency Services Communication (9-1-1) Agreements referred to in Recital B, has also functioned as the Call Answer Centre for each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North);
- D. The parties wish to enter into this Agreement to set forth the terms and conditions by which E-Comm will provide Call Answer services and Additional 9-1-1 Services (as defined in Schedule "B") to the District, and through the District to each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North);

NOW THEREFORE THIS AGREEMENT WITNESSES that, in consideration of the mutual covenants and agreements set forth in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the parties), the parties hereby agree as follows:

APPENDIX A – "E-COMM CONTRACT"

1. **INTERPRETATION**1.1 **Defined Terms.** In this Agreement:

- (a) **"95/5 Service Level"** has the meaning set out in Section 3.2(a) hereof;
- (b) **"Additional 9-1-1 Services"** means the functions described in Schedule "B" hereto;
- (c) **"9-1-1 Call Taking Fee"** has the meaning set out in Schedule "D" hereto;
- (d) **"Call Answer"** means the process of answering 9-1-1 calls, determining the type of emergency service required, and directing the call to an Emergency Response Agency;
- (e) **"Call Answer Centre"** means the communications facility operated by E-Comm 24 hours a day, 365 days a year, that provides Call Answer services;
- (f) **"9-1-1 Agreements"** means the separate Agreements between Telus and each of the District, the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North), under which Telus provides Provincial 9-1-1 Service to each of the said regional districts, as listed in Schedule "F" to this Agreement;
- (g) **"9-1-1 Operations Manual"** means the manual maintained by E-Comm with respect to Call Answer Centre operations;
- (h) **"ERA" or "Emergency Response Agency"** means the communication centre to which 9-1-1 calls are transferred from the Call Answer Centre and which is the agency responsible for dispatching emergency medical, fire or law enforcement personnel;
- (i) **"Force Majeure Event"** has the meaning set out in Section 3.2(g) hereof;
- (j) **"Material Call Volume Increase"** has the meaning set out in Section 3.2(c) hereof;
- (k) **"Material Call Volume Increase Notice"** has the meaning set out in Section 3.2(c) hereof;
- (l) **"Material Compliance Change"** means a change to operations of E-Comm in connection with the services described in 2.1(a) and (b) hereof which are required or mandated by a change in applicable law or order of a court, board, regulator or tribunal of competent jurisdiction during the Term hereof, which are of general application to emergency communications corporations or public service answer points, and which results in a material change to E-Comm operations in fulfillment of this agreement;
- (m) **"Service"** means the enhanced 9-1-1 emergency telephone system service of the District;
- (n) **"Serving Area"** means the portion of the geographic area of the District and the geographic areas of the other Regional Districts listed in Schedule "E" hereto; and

APPENDIX A – "E-COMM CONTRACT"

- (o) "Term" has the meaning set out in Section 7.1 hereof.

2. CONTRACT FOR SERVICES

- 2.1 Contract for Services. The District and E-Comm hereby enter into a contract for services under which E-Comm will:

- (a) provide Call Answer services to the District throughout and for the benefit of the Serving Area in accordance with the terms of this Agreement and any relevant terms of the 9-1-1 Agreements;
- (b) provide Additional 9-1-1 Services to the District in accordance with the terms of this Agreement and any relevant terms of the 9-1-1 Agreements; and
- (c) recommend to the District optional services that could be provided by E-Comm under this Agreement at additional cost to the District at the discretion of the District, along with a reasonable estimate of the annual incremental cost of such services.

3. E-COMM RESPONSIBILITIES

- 3.1 E-Comm Responsibilities. E-Comm will, in addition to its other obligations and responsibilities under this Agreement, provide personnel and a workplace to operate the Call Answer Centre to the extent and at the 95/5 Service Level (as defined in Section 3.2) in order to:

- (a) answer 9-1-1 calls received at the Call Answer Centre;
- (b) determine to which ERA each 9-1-1 call is to be transferred; and
- (c) transfer the 9-1-1 call to the appropriate ERA.

3.2 Service Level

- (a) Subject to the terms of this Agreement, E-Comm will provide a level of Call Answer service in the Serving Area such that at least 95% of all 9-1-1 calls originating within the Serving Area and received on the primary enhanced 9-1-1 answering service at the Call Answer Centre are answered by a Call Answer Centre operator within five (5) seconds after the time that the call is received by the Call Answer Centre and before being redirected to a recorded answering service (the "95/5 Service Level"). The 95/5 Service Level will be measured on a quarterly basis during the Term. E-Comm is only required to achieve a 95/5 Service Level if the equipment and systems supplied by Telus are reasonably capable of reaching such a level of service and if the response or lack of response of the ERAs, including any ERA located within or contracted through E-Comm, does not impede or interfere with the function of the primary enhanced 9-1-1 answering service.
- (b) If E-Comm determines that either: (i) the equipment and systems used by one or more ERAs or (ii) the level of service by, or response or lack of response of, one or more ERAs impedes or interferes with the function of the primary enhanced 9-1-1 answering service, or impairs the ability of E-Comm to achieve the 95/5 Service Level, then E-Comm will provide the District with prompt notice thereof.
- (c) E-Comm will not be required to achieve or maintain a 95/5 Service Level if, in any six (6) month period during a calendar year, the number of 9-1-1 calls received at

APPENDIX A – “E-COMM CONTRACT”

the Call Answer Centre from the Serving Area increases by more than 5% over the greater of (i) the annual call volume of 9-1-1 calls from the Serving Area for the preceding calendar year or (ii) the 2013 annual call volume for the Serving Area of 230,000 9-1-1 calls inflated and compounded by 2% for each subsequent year (a “**Material Call Volume Increase**”). Upon identifying that a Material Call Volume Increase will not enable E-Comm to meet the 95/5 Service Level, E-Comm will give written notice (a “**Material Call Volume Increase Notice**”) to the District:

- (i) stating that there has been a Material Call Volume Increase, including the number of 9-1-1 calls fanning part of such increase;
 - (ii) the estimated level of Call Answer service that E-Comm is able to provide as a result of the Material Call Volume Increase; and
 - (iii) the estimated period of time that such other level of Call Answer service will remain in effect.
- (d) Any Material Call Volume Increase Notice delivered under Section 3.2(c) will remain in effect until the earlier of (i) 11:59 p.m. on December 31 in the year such notice was delivered and (ii) the date of written notice from E-Comm to the District that it is again able to achieve a 95/5 Service Level.
- (e) E-Comm will provide the District with quarterly reports regarding its service level commitments under this Agreement, substantially in the forms attached as Schedule C hereto.
- (f) E-Comm will ensure that the Call Answer services provided by it under this Agreement meet the quality standards generally accepted in North America for such services, except that if there is any conflict with or inconsistency between such generally accepted quality standards and the terms of this Agreement, including the 95/5 Service Level, then the terms of this Agreement will prevail to the extent of such conflict or inconsistency.
- (g) E-Comm will not be responsible or liable in any way for any delays or inability to achieve 95/5 Service Levels caused by (a) Acts of God; (b) restrictions, regulations or orders of any governmental authority or agency or subdivision thereof or delays caused by such authorities or agencies; (c) strikes or labour disputes; (d) fires or other loss of facilities; (e) the Districts, TELUS', or an ERA's material breach or delay or delay under the 911 Agreement of this Agreement; (f) utility, communication (excluding communication delays caused by the negligence of E-Comm) or transportation delays or failures; (g) acts of war (whether declared or undeclared), terrorism, sabotage or the like; (h) any events referred to in subsections 3.2(b) or (d) hereof; (i) systemic abuse by a member of the public of the 911 emergency telephone system or (j) any other causes beyond the reasonable control, and not the result of the fault or neglect, of E-Comm (collectively, a “**Force Majeure Event**”) provided that E-Comm shall take reasonable commercial efforts to avoid or limit the duration or impact of a Force Majeure Event; and provided further that nothing herein shall be interpreted to affect or detract from the immunities provided for in the *Emergency Communications Corporations Act (B.C.)*.

APPENDIX A – "E-COMM CONTRACT"

3.3 Methods and Procedures

- (a) The methods and procedures to be used by E-Comm in providing Call Answer services at the Call Answer Centre from the time a 9-1-1 call is received until that 9-1-1 call is either "transferred" or "conferenced" will be as set forth from time to time in the 9-1-1 Operations Manual.
- (b) The methods and procedures to be used by ERAs in responding to 9-1-1 calls transferred to them from the Call Answer Centre are the responsibility of the ERAs and are outside the scope of the Call Answer service.
- (c) E-Comm may change the methods and procedures under Subsection 3.3(a) above (including, changes to the 9-1-1 Operations Manual) from time to time, and will give the District written notice of any such change, provided that in accordance with section (d) of Schedule B any material adverse changes to the 9-1-1 Operations Manual are subject to approval by the District, which approval will not be unreasonably withheld or delayed.

3.4 Personnel. All 9-1-1 operators providing Call Answer services will be employees of E-Comm, and not the District, and, as such, will be subject to E-Comm human resources policies and practices, as determined by E-Comm from time to time.

3.5 Compliance with Laws. In the performance of its obligations hereunder, E-Comm will comply with the provisions of any statute, regulation, bylaw or other enactment that may from time to time apply to E-Comm and the services provided by E-Comm under this Agreement.

3.6 Indemnification.

- (a) E-Comm Indemnity: Subject to the immunities provided for in the *Emergency Communications Corporations Act* [SBC 1997] Chapter 47 ("ECC Act"), E-Comm shall indemnify, defend and save harmless the District from and against all expenses, claims, losses, damages, actions, causes of action, costs or proceedings by third parties arising from or caused by the negligence of E-Comm and its directors, officers, employees, agents and contractors in providing Call Answer services or Additional 9-1-1 Services under the terms of this Agreement.
- (b) District Indemnity: The District agrees to indemnify and save harmless E-Comm from any loss, cost, liability or expense relating to a breach of a provision of this Agreement by the District, but in no event will the District be liable to E-Comm for incidental, indirect, special or consequential damages suffered or incurred by E-Comm.
- (c) Limitations on Liability: In no event will E-Comm be liable to the District for incidental, indirect, special or consequential damages suffered or incurred by the District, including but not limited to such damages resulting from:
 - (i) loss of use, loss of anticipated revenue and/or savings, cost of capital, down-time costs, costs of substitute products, facilities, services or replacement power, loss of time or any other similar losses incurred by the District;

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- (ii) any action taken or permitted to be taken by E-Comm in good faith in reliance upon instructions, orders or information received from or on behalf of District;
- (iii) the District failing to perform its responsibilities under this Agreement;
- (iv) E-Comm's compliance with the District's specifications for the services to be provided herein;
- (v) any property damage external to any services provided pursuant to this Agreement, and loss arising out of such damage; or
- (vi) a Force Majeure Event,

whether a claim for such liability is asserted on the basis of contract, tort (including negligence or strict liability) or otherwise, in all cases even if E-Comm knew or should have known of the possibility or likelihood of such loss, liability or damage. For the purposes of this Section, “E-Comm” is defined as E-Comm and its directors, officers, shareholders, employees and agents.

- (d) Limitations on Damages: The entire liability of E-Comm to District for any loss or damage suffered or incurred by the District as a result of the negligence or other fault of E-Comm in providing services under this Agreement, will not exceed, in the aggregate for all claims in a fiscal year during the Term, an amount equal to the annual fees for all services provided herein.

- 3.7 Insurance: E-Comm will obtain performance liability insurance providing coverage for any liability resulting from errors and omissions in E-Comm's performance of any and all services under this Agreement. In addition, E-Comm shall obtain comprehensive general liability insurance providing coverage against third party bodily injury, personal injury and/or property damage. E-Comm will provide evidence of such insurance at the request of the District.

4. DISTRICT RESPONSIBILITIES

- 4.1 District Responsibilities. Notwithstanding the foregoing nor anything contained elsewhere in this Agreement, the District may at any time and in its sole discretion amend the Service, or discontinue the Service either in part or in its entirety.
- 4.2 9-1-1 Call Taking Fee. For each year of the Term, the District will pay to E-Comm the amounts set out in Schedule “D” hereto (the “**9-1-1 Call Taking Fee**”) in consideration of E-Comm providing Call Answer services for the District or carrying out its other responsibilities under this Agreement, including the Additional 9-1-1 Services listed in Schedule “B” as of the date of this Agreement's execution (other than where Schedule “B” expressly refers to the fact that an additional cost may be charged to the District for a specific Additional 9-1-1 Service). The District will pay the 9-1-1 Call Taking Fee to E-Comm in the manner and at the time specified in Schedule “D” attached hereto.
- 4.3 Material Compliance Change. In the event of a Material Compliance Change the District will pay to E-Comm additional fees reasonably estimated by E-Comm to be the cost to E-Comm of compliance with the requirements of the Material Compliance Change in respect

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of the services set out in paragraphs 2.1(a) and (b) hereof. E-Comm will provide the District with written notice of and explanatory material on such fees.

5. TELUS

5.1 E-Comm Authority to Deal with Telus. Subject to the prior approval of Telus, and subject to the prior approval of each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North) in relation to the 9-1-1 Agreement to which each of those regional districts is a party, the District agrees that E-Comm may contact and deal directly with Telus with respect to those matters listed in Schedule A hereto.

5.2 Communication of Authority. Immediately after its execution of this Agreement, the District will deliver to Telus written confirmation of the authority granted to E-Comm pursuant to Section 5.1 in relation to the 9-1-1 Agreement between the District and Telus, and upon receipt from each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North), will deliver to Telus written confirmation of the authority granted to E-Comm in relation to the 9-1-1 Agreement to which each such regional district is a party.

5.3 Amendments to Schedule A. The terms of Schedule A may be amended or replaced from time to time with the consent of both parties, such consent to be conclusively determined by the signature of an authorized signatory of each party on the amended or replacement Schedule “A”. Upon being signed by both parties, such amended or replacement Schedule “A” will supersede the then-current Schedule “A” and will become an integral part of this Agreement.

6. ADDITIONAL 9-1-1 SERVICES

6.1 Scope. In addition to E-Comm's other rights and obligations under this Agreement, E-Comm will be responsible for carrying out the Additional 9-1-1 Services. If E-Comm is requested by the District in writing to provide any Additional 9-1-1 Services (other than an Additional 9-1-1 Service listed in Schedule “B” to this Agreement as of the date of this Agreement's execution, unless Schedule “B” expressly refers to the fact that an additional cost may be charged to the District for that Additional 9-1-1 Service) then the District will pay additional charges for such services at such rates as the parties may agree in writing.

6.2 Amendments to Schedule “B”. The terms of Schedule “B” may be amended or replaced from time to time with the consent of both parties, such consent to be conclusively determined by the signature of an authorized signatory of each party on the amended or replacement Schedule “B”. Upon being signed by both parties, such amended or replacement Schedule “B” will supersede the then-current Schedule “B” and will become an integral part of this Agreement.

7. TERM AND RENEWAL

7.1 Term. Subject to Section 7.2, the term of this Agreement will (the “Term”) commence on November 18, 2014 and shall terminate on November 17, 2019.

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- 7.2 Right of Extension. E-Comm hereby grants to the District the right to extend the Term of this Agreement for five (5) additional years provided the District has given notice in writing at least one (1) year prior to the end of the Term to E-Comm of its exercise of such right of extension, and provided that the District has paid all 9-1-1 Call Taking Fees taxes and other sums or charges due or payable by virtue of this Agreement and is not in default of any other term or condition herein. The extension term will be on the same terms and conditions contained in this Agreement with the exception of the 9-1-1 Call Taking Fee, which shall be negotiated at the time of extension.
- 7.3 Termination Rights.
- (a) During the Term, either party will have the right to terminate this Agreement by giving not less than 18 months' written notice to the other party.
 - (b) Despite any other provision of this Agreement:
 - (i) the District will have the right to terminate this Agreement by giving not less than 60 days written notice to E-Comm in the event that E-Comm fails to observe or satisfactorily perform any of its material obligations under this Agreement, and such failure continues for a period of 30 days after the giving of written notice to E-Comm specifying in reasonable detail the nature of the failure or unsatisfactory performance and requiring the same to be remedied;
 - (ii) E-Comm will have the right to terminate this Agreement by giving not less than 90 days written notice to the District in the event that E-Comm is unable to perform its fundamental obligations under this Agreement due to any of the following causes:
 - A. substantial damage or destruction of the Call Answer Centre or its equipment or systems;
 - B. withdrawal by the Greater Vancouver Regional District from the Call Answer services provided by E-Comm; or
 - C. cancellation, termination or expiration of a mandatory permit, licence or approval required from any governmental authority to lawfully operate the Call Answer Centre or provide Call Answer services where, despite commercially reasonable efforts by E-Comm, such permit, licence or approval can not be renewed, obtained or maintained.
 - (iii) E-Comm will have the right to terminate this Agreement by giving not less than 90 days written notice to the District in the event that the District fails to pay the 9-1-1 Call Taking Fees described in Schedule "D" within thirty (30) days of receiving a notice to pay and threat of termination of Agreement.
- 7.4 Obligations Upon Termination. In addition to any other obligations of the District upon termination specified in or required under the 9-1-1 Agreement, the following provisions apply upon any termination of this Agreement:
- (a) Within 14 days after the effective date of termination, the District will pay to E-Comm all amounts owing under this Agreement for the period up to and including the effective date of termination.

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- (b) The parties will cooperate fully with each other and with Telus in developing and implementing a plan for the orderly transition of the management and operation of the Call Answer Centre and the provision of Call Answer services and Additional 9-1-1 Services to any successor service provider.
- (c) The District will pay to E-Comm the reasonable costs incurred by E-Comm in developing and implementing the plan contemplated by Section 7.4(b) and, if applicable, in winding down operations of the Call Answer Centre.

8. CONFIDENTIAL INFORMATION

- 8.1 Confidentiality. Subject to applicable law, any information, including any and all written documentation provided to E-Comm by the District or by Telus, or by their respective employees, servants, agents, assigns and/or contractors pertaining to the design, development, implementation, operation and maintenance of the Service is confidential, and will be provided only by E-Comm to such persons who have a need to know for the purposes of this Agreement. E-Comm will not permit any of its employees, servants, agents, assigns and/or contractors to duplicate, reproduce or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of this Agreement.
- 8.2 ANI/ALI Information. Confidential automatic number identification (“ANI”) and automatic location identification (“ALI”) and associated information are the property of the District, but will be provided to the Call Answer Centre and ERAs by Telus as directed by the District solely for the purpose of enabling the Call Answer Centre and ERAs to verify the location from which a 9-1-1 call is placed and for the purpose of associating a 9-1-1 call with a physical address. E-Comm must retain all confidential ANI/ALI and associated information in confidence and will treat the confidential information with the same degree of care that it employs for the protection of its own confidential information and, at a minimum, a reasonable degree of care, and will not use or copy such information, except to employees, servants, agents and assigns and/or contractors, including the Call Answer Centre and Emergency Response Agencies (provided such employees, servants, agents, assigns and/or contractors are bound in writing by similar confidentiality obligations as contained in this Agreement) where there is a need to know for the purposes of this Agreement.
- 8.3 Access to Information Requests and Protection of Privacy. The District and E-Comm both acknowledge and agree that the printed, electronic, and other records produced and maintained by E-Comm for the purpose of, or in connection with, the provision of the Call Answer services are records that for the purpose of the *Freedom of Information and Protection of Privacy Act (B.C.) (“FIPPA”)* are in the custody and under the control of the District and/or one or more of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, or the Squamish Lillooet Regional District (North), depending on the place of origin of the 9-1-1 call to which the record relates, and that the District (or as determined by the District upon receipt of a request for access to such records, the Regional District of Central Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, or the Squamish Lillooet

APPENDIX A – “E-COMM CONTRACT”

Regional District (North) shall be responsible to process any request for access to those records under *FIPPA* that are received from third parties by the District or E-Comm. E-Comm and the District will comply with all federal and provincial legislation applicable with respect to the protection of privacy as is in effect from time to time, including without limitation the provisions of the *Emergency Communication Corporations Act (B.C.)*, and *FIPPA*. Without limiting the foregoing, the District and E-Comm both acknowledge and agree that the records referred to in this section 8.3 include personal information (as defined in *FIPPA*) and that such personal information shall be collected, maintained, used and disclosed only as permitted by and in accordance with the provisions of *FIPPA*.

9. DISPUTE RESOLUTION

- 9.1 Procedure. If there is any dispute arising out of or relating to this Agreement, then the parties will use reasonable good faith efforts to resolve such dispute, first by direct negotiation and then, if that is not successful, by mediation with a neutral third party mediator acceptable to both parties. Each party will bear its own costs and expenses in connection with any mediation and all costs and expenses of the mediator will be shared equally by the parties. Any dispute arising out of or relating to the Agreement that is not settled by agreement between the parties or mediation within a reasonable time will be settled exclusively by binding arbitration by a single arbitrator. The location of any arbitration proceeding will be at the British Columbia International Commercial Arbitration Centre or its successor in Vancouver, British Columbia. The arbitration will be governed by the *Arbitration Act [RSBC 1996] Chapter 55* (British Columbia). The arbitrator will be selected and the arbitration conducted in accordance with the British Columbia International Commercial Arbitration Rules, except that the provisions of this Agreement will control over such rules. The parties will share equally in the fees and expenses of the arbitrator and the cost of the facilities used for the arbitration hearing, but will otherwise each bear their respective costs incurred in connection with the arbitration. The parties will use their best efforts to ensure that an arbitrator is selected promptly and that the arbitration hearing is conducted no later than 3 months after the arbitrator is selected. The arbitrator must decide the dispute in accordance with the substantive law which would govern the dispute if it were litigated in court. This requirement does not, however, mean that the award is reviewable by a court for errors of law or fact. Following the arbitration hearing, the arbitrator will issue an award and a separate written decision which summarizes the reasoning behind the award and the legal basis for the award. The arbitrator will not:

- (a) award damages in excess of the amount limited by the terms of the Agreement; or
- (b) require one party to pay the other party's legal costs and expenses.

The award of the arbitrator will be final and binding on each party. Judgement upon the award may be entered in any court of competent jurisdiction.

- 9.2 Exception. The dispute resolution procedures set forth in Section 9.1 are the sole and exclusive procedures for resolving any dispute under this Agreement, except that either party may seek preliminary or temporary injunctive relief from a court if, in that party's sole judgment, such action is necessary to avoid irreparable harm or to preserve the status quo. If a party seeks judicial injunctive relief as described in this Section, then the parties will continue to participate in good faith in the dispute resolution procedures described in Section 9.1. The parties agree that no court which a party petitions to grant the type of

APPENDIX A – “E-COMM CONTRACT”

preliminary or temporary injunctive relief described in this Section may award damages or resolve the dispute.

10. GENERAL PROVISIONS

- 10.1 No Third Party Beneficiaries. Nothing contained in this Agreement will create a duty or liability on the part of E-Comm, the District or their respective employees or agents, to any member of the public. Except for any other government authority that forms a part of the Serving Area from time to time, there are no third party beneficiaries to this Agreement.
- 10.2 Further Agreements. The parties will enter into such further agreements and will execute such further documents with respect to the Call Answer Centre and the provision of Call Answer services and Additional 9-1-1 Services in the Serving Area, all in a form satisfactory to the parties acting reasonably, as are necessary in order to address modifications or alterations to the 9-1-1 Agreement or to address matters relating to the Call Answer Centre or the provision of Call Answer services and Additional 9-1-1 Services in the Serving Area that the parties wish to address but which are not addressed in the 9-1-1 Agreement or in this Agreement.
- 10.3 Assignment. Neither party will have the right to assign, transfer (whether directly or indirectly by way of a change of control) or otherwise dispose of any of its interest in all or any part of the Agreement, whether gratuitously or for consideration, without the prior written consent of the other party and any attempt to do so will be void, except that: (a) E-Comm will have the right at any time without prior consent to assign, transfer or otherwise dispose of the whole of this Agreement to any subsidiary or affiliate company, provided that E-Comm provides notice to the District within a reasonable time before the effective date thereof and such subsidiary or affiliate company assumes all of the obligations of E-Comm under this Agreement in a form satisfactory to the District; and (b) the District will have the right at any time without prior consent to assign, transfer or otherwise dispose of the whole of this Agreement to one or more member municipalities or to a wholly-owned corporation of the District, or a corporation formed by the District together with other Regional Districts currently receiving service from E-Comm.
- 10.4 Notices. Any notice required pursuant to this Agreement will be in writing and delivered personally, by courier or sent by registered mail (with proper postage) to the addresses listed hereafter. In the event of a strike or other disruption of postal service, delivery personally or by courier only will be effective,

A. The District

Manager of Corporate Services
Regional District of Central Okanagan
1450 K.L.O. Road
Kelowna, B.C. V1W 3Z4

Phone: (250) 763-4918
Fax: (250) 763-0606

B. E-Comm

Doug Watson
VP of Operations
E-Comm Emergency Communications
for Southwest British Columbia Inc.
3301 East Pender Street
Vancouver, BC V5K 5J3
Phone: (604) 215-5006
Fax: (604) 215-4933

or to such other address or contact person as either party may indicate in writing to the other.

- 10.5 Benefit. This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.

APPENDIX A – "E-COMM CONTRACT"

- 10.6 Entire Agreement. This Agreement constitutes the entire agreement of the parties relating to the Call Answer Centre, the Call Answer services and the Additional 9-1-1 Services and supersedes any previous agreement between the parties, whether written or verbal.
- 10.7 Severability. If any provision of this Agreement is held to be unenforceable, then such provision will be severed from this Agreement and the remaining provisions will remain in full force and effect. The parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the parties.
- 10.8 Waiver. The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will remain in full force and effect.
- 10.9 Relationship of Parties. This Agreement will not create nor will it be interpreted as creating any association, partnership or any agency relationship between the parties.
- 10.10 Governing Law. This Agreement will be governed by the laws of British Columbia and the laws of Canada applicable therein. The parties attorn to the exclusive jurisdiction of the courts of British Columbia.
- 10.11 Counterparts. This Agreement may be executed in counterpart, both of which together will constitute one and the same instrument, and either party may deliver its counterpart page by facsimile transmission.
- 10.12 Termination of Individual 9-1-1 Agreements. Notwithstanding any other provision of this Agreement, in the event any of the applicable regional districts described herein terminate their 9-1-1 Agreements with the District or Telus (or an affiliate, successor or assign of Telus) or have such 9-1-1 Agreements terminated, then E-Comm will be relieved of its contractual obligation to provide such services to the relevant geographic region of the Serving Area. At such time, E-Comm will provide written notice to the District of the cancellation of the applicable service under this Agreement and will enter into good faith negotiations to review the pricing and adjust the fee structure accordingly in order to fairly and reasonably reflect the reduction in the level of services provided.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first set forth on page one.

**REGIONAL DISTRICT OF CENTRAL
OKANAGAN**

**E-COMM EMERGENCY
COMMUNICATIONS FOR SOUTHWEST
BRITISH COLUMBIA INCORPORATED**

Per: _____	Per: _____
Name: _____	Name: _____
Title: _____	Title: _____
Per: _____	Per: _____

APPENDIX A – "E-COMM CONTRACT"

SCHEDULE "A"

E-COMM RIGHTS AND AUTHORITY WITH RESPECT TO TELUS

E-Comm will be authorized to contact and deal with Telus with respect to all day-to-day matters and technical issues arising with respect to the primary enhanced 9-1-1 service provided by Telus to the District, including:

- (a) Statistical reports for the Call Answer Centre and all ERAs within the Serving Area with the understanding that they are to be used exclusively as permitted by Article 8 of the Agreement.
- (b) Access to the Master Street Address Guide (MSAG) as it relates to the performance of the call-answer function, provided however that E-Comm will not disclose any MSAG information except as permitted by Article 8 of the Agreement and except in connection with E-Comm's support of CAD and RMS systems.
- (c) Service transitions for ERAs, including additional trunk quantities, etc., for agencies moving their call-taking and dispatch functions into the Call Answer Centre. These changes are to be communicated to the District in sufficient time in order to inform all ERAs of the changes. Changes at ERAs not located at the Call Answer Centre will be coordinated through the District and communicated to E-Comm as appropriate.

The District will use commercially reasonable efforts to obtain on E-Comm's behalf similar authorizations from each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, or the Squamish Lillooet Regional District (North), in relation to the primary enhanced 9-1-1 service provided by Telus to those regional districts under their respective 9-1-1 Agreements.

Acknowledged and agreed effective _____, 2014 by the District, on behalf of the Regional District of Central Okanagan, Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North).

**REGIONAL DISTRICT OF CENTRAL
OKANAGAN**

**E-COMM EMERGENCY
COMMUNICATIONS FOR SOUTHWEST
BRITISH COLUMBIA INCORPORATED**

Per: _____ Per: _____

Name: _____ Name: _____

Title: _____ Title: _____

Per: _____ Per: _____

APPENDIX A – "E-COMM CONTRACT"

SCHEDULE "B"

ADDITIONAL 9-1-1 SERVICES

- (a) Support the operational and technical implementation and testing of future 9-1-1 services, with the caveat that for new services requiring significant technological enhancements, the parties will meet and engage in good faith discussions on the method and payment by which all costs for such new services are to be allocated and recovered.
- (b) Liaise with all ERAs on all 9-1-1 related announcements (e.g., service outages, changes to 10 digit trunk equivalents, consolidations of ERAs, backup services, wireless implementations).
- (c) Accommodate test calls for competitive local exchange carriers, wireless service providers and voice over internet protocol suppliers as required.
- (d) Maintain the 9-1-1 Operations Manual for the Serving Area in conjunction with the affected ERAs, provided that any material adverse changes to the 9-1-1 Operations Manual are subject to approval by the District, which approval will not be unreasonably withheld or delayed. It is understood and accepted that standardization of the policies and procedures covering other PSAPs is beneficial and will be implemented wherever possible and practical.
- (e) Provide an estimate of the costs for additional staff for Planned Major Events to handle a temporary increase in volume of 9-1-1 calls. A **"Planned Major Event"** is a special extraordinary major event generally requiring an enhanced policing response. Notification of these events (e.g. Regattas, Music festivals) will be provided to E-Comm with as much advance notice as possible, preferably 30 days advance notice (when available), to ensure appropriate staff planning.
- (f) Provide Language Translation Services when required to handle 9-1-1 PSAP calls. The charges for these Translation Services will be billed back to the District at cost.


Acknowledged and agreed effective _____, 2014.

REGIONAL DISTRICT OF CENTRAL
OKANAGAN

E-COMM EMERGENCY
COMMUNICATIONS FOR SOUTHWEST
BRITISH COLUMBIA INCORPORATED

Per: _____	Per: _____
Name: _____	Name: _____
Title: _____	Title: _____
Per: _____	Per: _____

APPENDIX A – “E-COMM CONTRACT”

					
911 Performance Report (Year 2014)					
Hour	Service Level	Calls Offered	Calls Ans	Avg Speed to Ans (s)	Outbound Calls
0:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					
18:00					
19:00					
20:00					
21:00					
22:00					
23:00					
911 Total					
Data source: AACC6 and Genesis Admin for Outbound calls					

APPENDIX A – "E-COMM CONTRACT"

**911 Performance Report (Year 2014)**

Hour	Service Level	Calls Offered	Calls Ans	Calls Aban	Avg Speed to Ans (s)	Outbound Calls
0:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
13:00						
14:00						
15:00						
16:00						
17:00						
18:00						
19:00						
20:00						
21:00						
22:00						
23:00						
911 Total						

Data source: Telus database for Calls Offered, Genesis Admin for Outbound calls, and AACCG for all other metrics

SCHEDULE "D"
FEES, INVOICING AND PAYMENTS

Schedule D
Pricing

	A	B	C	D	E
	Contract Year	Project Management Costs	Capital / Equipment Upgrade Costs	Operating Costs	Total Annual Estimated Cost (Sum of Columns B, C, D)
1	Year 1 (Nov 18, 2014 - Nov 17, 2015)	\$ 50,000	\$ 287,870	\$ 865,140	\$ 1,203,010
2	Year 2 (Nov 18, 2015 - Nov 17, 2016)	\$ -	\$ 19,190	\$ 908,540	\$ 927,730
3	Year 3 (Nov 18, 2016 - Nov 17, 2017)	\$ -	\$ 19,190	\$ 953,760	\$ 972,950
4	Year 4 (Nov 18, 2017 - Nov 17, 2018)	\$ -	\$ 19,190	\$ 1,001,040	\$ 1,020,230
5	Year 5 (Nov 18, 2018 - Nov 17, 2019)	\$ -	\$ 19,190	\$ 1,050,000	\$ 1,069,190
6	Total Contract Price over 5 Year Term (Sum of rows E1, E2, E3, E4, E5)				\$ 5,193,110

Notes:

* E-Comm operates under a cost-recovery model which is based on budgeted costs.

Assumptions with respect to the above costs have been included below.

(a) Based on the 2014 Budget. Approved by the E-Comm Board of Directors.

E-Comm's budget (fiscal) year is the calendar year and the RDCO has requested the RDCO contract year to be November 18 to November 17th. We would propose completing our analysis of 12 months of actual call metrics by September 30th of each year (except in the first year), in time to be provided to the RDCO for review and approval by October 31 and to be included in the E-Comm annual budget for Board of Directors approval expected in late November.

(b) % targeted average service 95%/5 seconds for 9-1-1 Call Answer.

(c) Year 2 through Year 5 estimates based on assumptions as provided by the RDCO in the NRFP and E-Comm's Approved Strategic Financial Plan. Please also refer to note (f) below.

The % impact on RDCO Operating Costs in Year 2 through Year 5 due to all factors (except those factors in notes d), e) and f) will be applied fairly and equitably where ever possible but for further certainty will be no greater than the annual consumer price index (CPI*), as published by Statistics Canada for the previous calendar year (the "Base Year"), as compared to the CPI for the calendar year immediately preceding the Base Year; or 3% per year, whichever is greater.

(d) Staffing and related assumptions include:

(1) The staffing component takes into account the efficiency of joining a consolidated 9-1-1 PSAP call answer centre.

(2) The total staffing component is based on a total call volume of 230,000 calls with an average handle time (across all defined call types: Regular, Trouble not Known, Abandoned - Data Only, and does not include Text-with-911 for the DHHSI Community) as specified in the pricing assumption by the RDCO as requiring 46 seconds.

(3) The staffing component assumes a 2% growth rate in call volume each year over the course of the five years as specified by the RDCO.

(4) The staffing component is based on downstreaming all abandoned calls, comprised of 16% of the provided call volume of 230,000 calls annually, which assumes a 2% annual increase.

(5) If call-backs are to be made from the PSAP versus the RCMP OCC, then pricing will be adjusted accordingly.

APPENDIX A – “E-COMM CONTRACT”

Schedule D
PricingNotes (continued):

(e) Abandoned Call Time Assumptions:

- Trouble Not Known Calls
 - All calls are downstreamed to The RCMP OCC.
- Unknown - Data Only Calls
 - The assumption used in the price quote is 5 seconds (not the 29 seconds in the NRFP) as the description provided and detailed in the NRFP indicates that insufficient data is provided to make a call back.

(f) Each year, should any of the following conditions be met, staffing levels will be impacted, and a pricing change may be triggered for the following year.

- Call volumes increase by 3% or more in any given year.
- The average call handling time across all call types exceeds 65 seconds.
- If a Call volume decrease of a minimum of 10% is sustained over a minimum of two consecutive years, a review of the staffing requirement will be initiated taking into account call volume and related call handling metrics. If one or more regular full time staff reductions are determined, the levy will be reduced accordingly in the following contract year.

(g) Specific items related to transition that may require funding will be determined during project planning. The estimates above relates to one time project management and related costs.

(h) The above excludes any and all costs directly attributable to any future implementation of NG 9-1-1 during the contract term as defined by the NRFP Addendum No. 1.

(i) As part of the governance of E-Comm, our proposal is subject to approval by our Board of Directors. This will take place once the Service Agreement has been finalized.

(j) As requested in NI14-125 Clarification/Amendment Request No. 2, we have adjusted the above table to reflect the Capital/Equipment Upgrade costs that are specific to RDCO and that can be paid up front in Year 1, thereby eliminating the related built-in financing costs.

The portion remaining in Years 2 through 5 is an allocation for the use of shared infrastructure by the RDCO and therefore is not eligible to be paid up front but is an annual capital component.

SCHEDULE "E"**SERVING AREA**

The Serving Area of the District includes all municipalities and electoral areas of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North).

APPENDIX A – "E-COMM CONTRACT"

SCHEDULE "F"

9-1-1 AGREEMENTS BETWEEN THE DISTRICT AND TELUS AND BETWEEN EACH OF THE REGIONAL DISTRICT OF Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North) AND TELUS

- 1) Regional District of Central Okanagan: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 2) Regional District of Okanagan-Similkameen: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 3) Regional District of North Okanagan: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 4) Regional District of Kootenay Boundary; Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 5) Regional District of Central Kootenay; Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 6) Regional District of East Kootenay; Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 7) Columbia Shuswap Regional District; Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 8) Thompson Nicola Regional District; Agreement to Provide Provincial 9-1-1 Service, dated _____; AND
- 9) Squamish Lillooet Regional District (North): Agreement to Provide Provincial 9-1-1 Service, dated _____.

Receipt of a copy of each of the Agreements referred to in this Schedule "F" is hereby acknowledged effective _____, 2014

**E-COMM EMERGENCY
COMMUNICATIONS FOR SOUTHWEST
BRITISH COLUMBIA INCORPORATED**

Per: _____

Per: _____

APPENDIX B
FEES, INVOICES & PAYMENTS

D1 9-1-1 Fees.

Pursuant to Section 4.1, the 9-1-1 fees payable by RDKB to RDCO are to be the RDKB's Apportionment (as per the definition under D.1.1) of the sum of the budgeted annual cost calculated each year for:

- a) the "Total Annual Estimated Cost" as budgeted each year (except for the "Capital / Equipment Upgrade Cost in Year 1"*) detailed in D1.2 E-Comm Contract Pricing herein;
- b) the Operating Contingency for the E-Comm Contract, as per D1.3 Operating Contingency herein;
- c) the "Total RDCO Direct Costs", as per D1.4 RDCO Direct Costs herein; and
- d) the Administration Overhead charge, as per D1.5 herein.

*Note: The Capital / Equipment Upgrade Costs for Year 1 detailed in D1.2 E-Comm Contract Pricing will be paid from existing Capital Reserve Funds which the parties along with all Regional District Partners currently hold.

Using the methodology described above, upon the date of execution of this agreement, the estimated 9-1-1 Fees payable by RDKB to RDCO in each calendar year are as follows:

	2015	2016	2017	2018	2019
Regional District of Kootenay Boundary	\$ 60,521	\$ 63,534	\$ 66,412	\$ 69,419	\$ 74,408

Note: the actual amounts will be calculated each year.

D1.1 Cost Apportionment

The parties hereby agree that all costs outlined in D1.2 to D1.5 herein shall be shared by all the Regional District Partners, pro rata, in proportions equivalent to the percentage that each Regional District Partner's respective converted assessed value of improvements for hospital purposes using the annual completed assessment roll, bears to the total converted assessed value of improvements of all Regional District Partners (the "Apportionment").

These proportions shall be determined on an annual basis, on or before March 1st in each year of this Agreement and shall apply to the current calendar year.

9-1-1 Call Answering Service Agreement
A14-148

D1.2 E-Comm Contract Pricing

	A	B	C	D	E
	Contract Year	Project Management Costs	Capital / Equipment Upgrade Costs	Operating Costs	Total Annual Estimated Cost (Sum of Columns B, C, D)
1	Year 1 (Nov 18, 2014 - Nov 17, 2015)	\$ 50,000	\$ 287,870	\$ 865,140	\$ 1,203,010
2	Year 2 (Nov 18, 2015 - Nov 17, 2016)	\$ -	\$ 19,190	\$ 908,540	\$ 927,730
3	Year 3 (Nov 18, 2016 - Nov 17, 2017)	\$ -	\$ 19,190	\$ 953,760	\$ 972,950
4	Year 4 (Nov 18, 2017 - Nov 17, 2018)	\$ -	\$ 19,190	\$ 1,001,040	\$ 1,020,230
5	Year 5 (Nov 18, 2018 - Nov 17, 2019)	\$ -	\$ 19,190	\$ 1,050,000	\$ 1,069,190
6	Total Contract Price over 5 Year Term (Sum of rows E1, E2, E3, E4, E5)				\$ 5,193,110

Notes:

* E-Comm operates under a cost-recovery model which is based on budgeted costs.

Assumptions with respect to the above costs have been included below.

(a) Based on the 2014 Budget Approved by the E-Comm Board of Directors.

(b) % targeted average service 95%/5 seconds for 9-1-1 Call Answer.

(c) Year 2 through Year 5 estimates based on assumptions as provided by the RDCO in the NRFP and E-Comm's Approved Strategic Financial Plan. Please also refer to note (f) below.

(d) Staffing and related assumptions include:

- (1) The staffing component takes into account the efficiency of joining a consolidated 9-1-1 PSAP call answer centre.
- (2) The total staffing component is based on a total call volume of 230,000 calls with an average handle time (across all defined call types: Regular, Trouble not Known, Abandoned - Data Only, and does not include Text-with-911 for the DPHSI Community) as specified in the pricing assumption by the RDCO as requiring 45 seconds.
- (3) The staffing component assumes a 2% growth rate in call volume each year over the course of the five years as specified by the RDCO.
- (4) The staffing component is based on downstreaming all abandoned calls, comprised of 16% of the provided call volume of 230,000 calls annually, which assumes a 2% annual increase.
- (5) If call-backs are to be made from the PSAP versus the RCMP OCC, then pricing will be adjusted accordingly.

9-1-1 Call Answering Service Agreement
A14-148

Notes (continued):

- (e) Abandoned Call Time Assumptions:
- Trouble Not Known Calls
 - All calls are downstreamed to The RCMP OCC.
 - Unknown - Data Only Calls
 - The assumption used in the price quote is 5 seconds (not the 29 seconds in the NRFP) as the description provided and detailed in the NRFP indicates that insufficient data is provided to make a call back.
- (f) Each year, should any of the following conditions be met, staffing levels will be impacted, and a pricing change may be triggered for the following year.
- Call volumes increase by 3% or more in any given year.
 - The average call handling time across all call types exceeds 65 seconds.
- (g) Specific items related to transition that may require funding will be determined during project planning. The estimates above relates to one time project management and related costs.
- (h) The above excludes any and all costs directly attributable to any future implementation of NG 9-1-1 during the contract term as defined by the NRFP Addendum No. 1.
- (i) As part of the governance of E-Comm, our proposal is subject to approval by our Board of Directors. This will take place once the Service Agreement has been finalized.
- (j) As requested in N114-125 Clarification/Amendment Request No. 2, we have adjusted the above table to reflect the Capital/Equipment Upgrade costs that are specific to RDCO and that can be paid up front in Year 1, thereby eliminating the related built-in financing costs.
- The portion remaining in Years 2 through 5 is an allocation for the use of shared infrastructure by the RDCO and therefore is not eligible to be paid up front but is an annual capital component.

D1.3 Operating Contingency

For each Contract Year noted in the E-Comm Contract Pricing under D1.2, the RDCO shall budget \$50,000 to specifically cover potential changes to the E-Comm Contract Pricing annual estimated costs, as per the notes under the E-Comm Contract Pricing in D.12.

D1.4 RDCO Direct Costs

In each calendar year, the RDCO Direct Costs are estimated to be as per the table below. (Note: these are estimates only, and actual costs incurred will be shared as per D1.1):

9-1-1 Call Answering Service Agreement
A14-148

	2015	2016	2017	2018	2019
Salaries - Full Time	20,000	20,400	20,808	21,224	21,649
Payroll Overhead	4,900	4,998	5,098	5,200	5,304
Travel	2,000	2,040	2,081	2,122	2,165
Meetings / Communication	1,000	1,020	1,040	1,061	1,082
Insurance	12,076	12,318	12,564	12,815	13,071
Consulting	5,000				30,000
Total RDCO Direct Costs:	44,976	40,776	41,591	42,423	73,271

Note: The 2014 surplus/deficit will be carried forward to the 2015 budget. Any future surpluses may be put into an operating reserve or used to reduce the requisition for the following year.

D1.5 Administration Overhead

An administration overhead charge in accordance with the RDCO Administration Overhead Policy 7.19, to be calculated each year, will be applied to all costs in D1.2 to D1.4 above. In 2015, that % is estimated to be 12%.

D2 Other Fees.

The following are not included in the 9-1-1 Fees detailed in D1, and will be extra fees payable upon consultation between the parties: (admin charges will also apply):

- Other potential fee, which are not definable and /or could become payable during the term
- Fees for Material Compliance change, as per section 4.2 of the E-Comm Contract
- Next Generation N911 costs
- Additional 9-1-1 Services, where it expressly states and additional cost may be charged, as per Schedule B of the E-Comm Contract
- Any costs associated with early termination, as per section 7.
- Staffing for a Planned Major Event, as per Schedule B (e) of the E-Comm Contract.

D3 Payment Terms.

Fees for each contract year shall be requisitioned in April and payment received no later than August 31st of that year.

2020 RDKB BOARD & COMMITTEE MEETING CALENDAR- Legend & Notes

RDKB Meetings

Convention, Conferences, (UBCM, FCM, .AKBLG etc.)

Statutory Holidays

RDKB Board and Management Sessions

July & August Committee Meetings:

The Scheduling of Committee meetings during July and August is at the discretion of the Committee Chairs. The RDKB meeting calendar which is on the website includes July and August Committee meetings. However, closer to June 2020 and once Committee Chairs formally cancel the meetings, a "Cancelled" notation will be added to the calendar on those meeting days.

Two Monthly Board Meetings:

When feasible and where there are no conflicts with other Board activities (e.g. conferences, external appointments etc.), the RDKB holds 2 Board meetings per month.

- The first Board meeting is arranged for the second Wednesday of the month and is scheduled to commence at 1 pm after the monthly Utilities Committee meeting commencing at 11:00 am.
- The second Board meeting is usually held the last Thursday of each month commencing at 1:00 p.m. after the monthly Policy and Personnel Committee meeting commencing at 10:00 am.
- Should there not be enough business for one of the two monthly Board meetings, the Chair will consider cancelling that meeting. This is most likely to happen during July and August.

Board and Committee Meetings - December 2020:

No Committee meetings will be scheduled in December. Should meetings be necessary, they will be at the discretion of the Committee Chairs. There will only be one (regular) Board meeting (2nd Wednesday) in December. Board photos and the East End Christmas Dinner will follow the December Board meeting.

Conflicts with Conferences and Statutory Holidays:

Where there are meeting conflicts with conferences, conventions, travel, etc., staff have moved certain Committee and or Board meetings. At this time, the dates selected by Staff are only suggestions and they can be revised. Where there is a conflict with one of the two Board meeting dates, there will only be one Board meeting that month.

January 2020							Feb 2020 ►
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1 New Year's Day BCDC Moved to 8 th	2 LWMP Moved to 9 th	3	4	
5	6	7	8 BCDC-10:00 am Grand Forks Utilities & BoD Moved to 15 th	9 LWMP Steering Committee-Noon Trail	10	11	
12	13	14 SWMP Steering Committee Time & Location TBA	15 Utilities-11:00 am Snack Lunch BoD-1:00 pm Trail Celgar Presentation after BoD Mtg	16 EAS-1:00 pm Trail	17	18	
19	20	21 BV Rec-11:00 am Snack Lunch EES-1:00 pm	22	23	24	25	
26	27	28	29	30 P&P-10:00 am Snack Lunch Board-1:00 pm Grand Forks	31		

February 2020						
◀ Jan 2020						Mar 2020 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 LGLA EA Elected Officials' Seminar Richmond	5 LGLA EA Elected Officials' Seminar Richmond BCDC Moved to 11 th	6 LGLA EA Elected Officials' Seminar Richmond LWMP Steering Committee-Noon Trail	7	8
9	10	11 BCDC-10:00 am Grand Forks SWMP Steering Committee TBA	12 Utilities-11:00 am Snack Lunch Board-1:00 pm Trail	13 EAS-1:00 pm Grand Forks	14	15
16	17 Family Day	18 BV Rec-11:00 am Snack Lunch EES-1:00 pm	19	20	21	22
23	24	25 CAO	26 FORUM	27 P&P-10:00 am Snack Lunch Board-1:00 pm Grand Forks	28	29

March 2020						
◀ Feb 2020						Apr 2020 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 BCDC-10:00 am Grand Forks	5 LWMP Steering Committee-Noon Trail	6	7
8	9	10 SWMP Steering Committee TBA	11 Utilities-11:00 am Snack Lunch Board-1:00 pm Trail	12 EAS-1:00 pm Trail	13	14
15	16	17 BV Rec-11:00 am Snack Lunch EES-1:00 pm	18	19	20	21
22	23	24 RD CAO/CEO FORUM	25 RD CAO/CEO FORUM	26 P&P & BoD Moved to 31st	27	28
29	30	31 P&P-10:00 am Snack Lunch Board-1:00 pm Trail Adopt Financial Plan				

April 2020						
◀ Mar 2020						May 2020 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <i>BCDC moved to 7th</i> COFI	2 LWMP Steering Committee-Noon Trail COFI	3 COFI	4
5	6	7 BCDC-10:00 a.m. Grand Forks	8 Utilities-11:00 am Snack Lunch Board-1:00 pm Grand Forks	9 EAS-1:00 pm Grand Forks	10 Good Friday	11
12	13 Easter Monday	14 SWMP Steering Committee TBA	15	16 EAS-1:00 pm Grand Forks	17	18
19	20	21 BV Rec-11:00 am Snack Lunch EES-1:00 pm	22	23 Kettle River Watershed Advisory Council 10:00 am-3:00 pm West Boundary	24 AKBLG	25 AKBLG
26 AKBLG	27	28	29	30 P&P-10:00 am Snack Lunch Board-1:00 pm Trail		

May 2020						
◀ Apr 2020						Jun 2020 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 BCDC-10:00 a.m. Grand Forks	7 LWMP Steering Committee-Noon Trail	8	9
10	11	12 SWMP Steering Committee TBA	13 Utilities-11:00 am Snack Lunch Board-1:00 pm Grand Forks	14 EAS-1:00 pm Trail	15	16
17	18 Victoria Day	19 BV Rec-11:00 am Snack Lunch EES-1:00 pm	20	21	22	23
24	25	26	27	28 P&P 10:00 am Snack Lunch Board 1:00 pm Trail	29	30
31						

June 2020						
◀ May 2020						Jul 2020 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 BCDC-10:00 a.m.- Grand Forks	4 LWMP Steering Committee-Noon Trail FCM	5 FCM	6 FCM
7	8	9 SWMP Steering Committee TBA	10 Utilities-11:00 am Snack lunch Board-1:00 pm Grand Forks	11 EAS-1:00 pm Grand Forks	12	13
14	15	16 BV Rec-11:00 am Snack Lunch EES-1:00 pm	17	18	19	20
21	22	23	24	25 P&P-10:00 am Snack Lunch Board-1:00 pm Trail	26	27
28	29	30				

<div> <div>◀ Jun 2020</div> <div>July 2020</div> <div>Aug 2020 ▶</div> </div>						
July Committee & 2 Board meetings at discretion of Chairs. Placeholders included on the Public (website) Calendar.						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Canada Day	2 BCDC Moved to 7 th LWMP Steering Committee-Noon Trail	3	4
5	6	7 BCDC-10:00 am Grand Forks	8 Utilities-11:00 am Snack Lunch Board-1:00 pm Grand Forks	9	10	11
12	13	14 SWMP Steering Committee TBA	15	16 EAS-1:00 pm Trail	17	18
19	20	21 BV Rec-11:00 am Snack Lunch EES-1:00 pm	22	23 Kettle River Watershed Advisory Council 10:00 am-3:00 pm West Boundary	24	25
26	27	28	29	30 P&P-10:00 am Snack Lunch Board-1:00 pm Trail	31	

◀ Jul 2020

August 2020

August Committee & 2 Board meetings scheduled at discretion of Chairs. Placeholders included on Public (website) Calendar.

Sep 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 BC Day	4	5 BCDC-10:00 a.m.- Grand Forks	6 LWMP Steering Committee-Noon Trail	7	8
9	10	11 SWMP Steering Committee TBA	12 Utilities-11:00 am Snack Lunch Board 1:00 pm Grand Forks	13 EAS-1:00 pm Grand Forks	14	15
16	17	18 BV Rec 11:00 am Snack Lunch EES 1:00 pm	19	20	21	22
23	24	25	26	27 P&P-10:00 am Snack Lunch Board-1:00 pm Trail	28	29
30	31					

September 2020						
◀ Aug 2020						Oct 2020 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 BCDC-10:00 a.m.- Grand Forks	3 LWMP Steering Committee-Noon Trail	4	5
6	7 Labour Day	8 SWMP Steering Committee TBA	9 Utilities 11:00 am <i>There won't be an early Board meeting due to UBCM</i>	10 EAS 1:00 pm Trail	11	12
13	14	15 BV Rec 11:00 am Snack Lunch EES 1:00 pm	16 Kettle River Watershed Advisory Council AM or PM Grand Forks	17 P&P 10:00 am Snack Lunch Board-1:00 pm Grand Forks	18	19
20	21 UBCM	22 UBCM	23 UBCM	24 <i>P&P & Board Meeting moved to 17th</i> UBCM	25 UBCM	26
27	28	29	30			

October 2020						
◀ Sep 2020						Nov 2020 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 LWMP Steering Committee-Noon Trail	2	3
4	5	6	7 BCDC-10:00 a.m.- Grand Forks	8 EAS 1:00 pm Grand Forks	9	10
11	12 Thanksgiving Day	13 SWMP Steering Committee TBA	14 Utilities-11:00 am Snack Lunch Board-1:00 pm Trail	15	16	17
18	19	20 BV Rec 11:00 am Snack Lunch EES 1:00 pm	21	22	23	24
25	26	27	28	29 P&P-10:00 am Snack Lunch Board-1:00 pm Grand Forks	30	31

November 2020						
◀ Oct 2020						Dec 2020 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 BCDC-10:00 a.m.- Grand Forks	5 LWMP Steering Committee-Noon Trail	6	7
8	9 SWMP Steering Committee-TBA	10 Utilities-11:00 am Snack Lunch Statutory Board- Mtg1:00 pm Trail SWMP moved to 9th	11 Utilities & Board moved to 10 th Remembrance Day	12 EAS-1:00 pm Trail	13	14
15	16	17 BV Rec-11:00 am Snack Lunch EES-1:00 pm	18	19	20	21
22	23	24	25 Kettle River Watershed Advisory Council AM or PM Grand Forks	26 P&P-10:00 am Snack Lunch Board-1:00 pm Grand Forks	27	28
29	30					

◀ Nov 2020

December 2020

Unless directed by Committee Chair, Committee meetings are not scheduled during December.

Jan 2021 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9 Board Photos Board Meeting 4:30 pm – Trail Christmas Dinner (East End)	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Christmas Day	26 Boxing Day
27	28 Boxing Day STAT	29	30	31		



General Government Services (Administration)

2020 Work Plan
(Draft #1)



2020

Mark Andison,
Chief Administrative Officer



General Government Services (Administration)

2020 Work Plan

Service Name: General Government Services

Service Number: 001

Committee Having Jurisdiction: Board

General Manager/Manager Responsible:
Mark Andison, CAO

Description of Service:

This service provides legislative and administrative support to the Board.

The legislative of the service include:

1. Provision of broad legislative, legal and administrative support to the overall Board (001) and RDKB staff
2. Regional Districts must establish Statutory Officer positions (LGA 234 (1) (a)), including a position to manage legislative/corporate services
3. Corporate obligations are similar to those of a “clerk” and which are legislatively required for this position include the following powers, duties and functions:
 - a. ensure meeting agendas and minutes are prepared
 - b. keeping bylaws
 - c. acts as Commissioner for taking Oaths and Affidavits

- d. certifying documents and custody of the Corporate Seal
- e. processes and manages official documents related to land transactions and property transfers
- f. conflict of interest and ethics
- g. legal matters
- h. Freedom of Information Protection of Privacy Officer, and
- i. Paper and Electronic Records Management

This service also includes Finance, which is primarily responsible for compliance with the financial reporting requirements of various levels of government, including the budget and financial plan, the annual preparation of the audited Financial Statements, Statement of Financial Information Act and additional reporting required by the Ministry. Finance is also responsible for investments, risk management, insurance, asset management, payroll, accounts receivable, customer billings and supplier payments.

Also included is information technology which performs the primary functions of service desk, infrastructure, and mobile/wireless services for the organization.

The corporate communications function is also included under General Government Services, however the costs of corporate communications are shared between three services (General Government Services 55%; Electoral Area Services 35%; Emergency Preparedness 10%).

The RDKB's climate action and sustainability functions and initiatives also included under this service.

Other items included are legal support, liability insurance, consultant fees, etc.

Establishing Authority:

Local Government Act Sections 233, 234, 236, 263
RDKB Officer Establishment Bylaw No. 1050; 1999

Requisition Limit:

Not Applicable

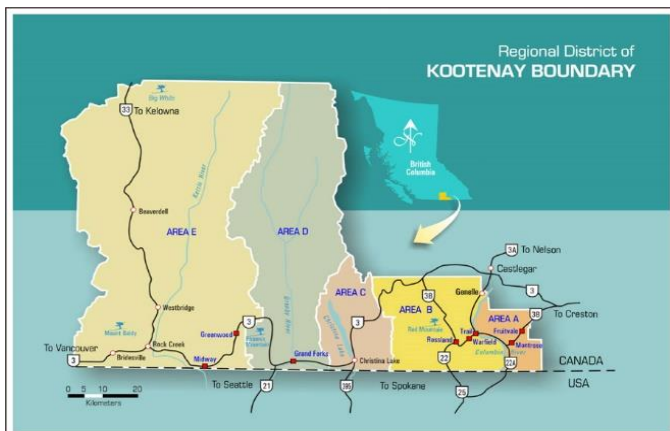
2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$251,509 / \$3,799,3379 / TBD

Regulatory or Administrative Bylaws:

Proposed RDKB Procedure Bylaw No. 1616, 2016

Service Area Map



Service Area / Participants:

All Electoral Areas and Municipalities within the Regional District

Service Levels

1. Maintains Best Practices and protocols for Board and Committee meeting administration, keeping current with legislative changes that affect the RDKB
2. Committee and Board meeting scheduling and meeting notices (confirmation, cancellations etc.).
3. Committee and Board agendas.
4. Attends Committee and Board meetings as meeting/minutes recorder.
5. Voting rules.
6. Bylaws: Procedure Bylaw, Loan Authorization Bylaws, Member Municipality and RDKB Security Issuing Bylaws, Conversion Bylaws (from SLPs to Establishment), Service Establishment and Service Establishment Amendment Bylaws.
7. Administrative policies.
8. Freedom of Information and Protection of Privacy Officer.
9. Paper and electronic records management.
10. Manage RDKB contracts, agreements, leases etc.-signing authority.
11. Special projects (e.g. staff training (FOI, records management, electronic signatures, privacy impact assessments, records retention) and performs other duties as assigned in accordance with departmental and corporate objectives.
12. Advice, information-sharing, training and coaching and support to staff as well as oversees staff administrative procedures, RDKB events, internal health and wellness matters.
13. Management of the Regional District's administrative facilities.
14. Management of the RDKB sustainability program.

15. Undertaking the Regional District's obligations to develop and manage an organization-wide occupational health and safety program.
16. AKBLG and UBCM Resolutions.
17. Oversees, manages and is first point of contact for employees regarding the RDKB Employee and Family Assistance Program (EFAP).

Human Resources:

Administration:

- CAO
- General Manager, Operations / DCAO (70%)
- Manager of Corporate Administration
- Executive Assistant
- Clerk – Secretary/Receptionist
- Corporate Communications Officer (54%)
- Manager of Infrastructure and Sustainability (15%)
- Engineering Technician (25%)
- Manager of Facilities and Recreation (East End) (10%)
- Manager of Facilities and Recreation (Grand Forks) (5%)
- Senior Energy Specialist

Finance:

- General Manager of Finance
- Financial Services Manager
- Financial Analyst
- Financial Specialist
- Accounting Clerk/Receptionist

Information Technology:

- Manager of Information Services
- Network Infrastructure Analyst
- Web/Help Desk Analyst

2019 Accomplishments:

Since the recruitment of a new Corporate Communications Officer in late 2017, as a new position to the organization, the communications work over the past two years targeted at pursuing the core communications objectives of the organization, including:

- Ongoing communications and media relations in support of day-to-day operations and emergency operations;

- Work toward the development of a the Corporate Communications Plan to provide a roadmap for communications activities over the coming years;
- Work with Information Services to redesign and rebuild the RDKB website;
- Work with Emergency Management staff to develop an emergency communications plan that includes a separate web presence tied to the new RDKB website;
- Work on the 2019 RDKB Brand Refresh Project intended to ensure consistent and intentional visual representation of the RDKB to staff, the public and stakeholders;
- Work toward increasing the RDKB's capacity for online communication and engagement, including the development of an online engagement platform and a social media presence;
- Support to the Board and staff with ongoing internal and external communications needs ranging from media monitoring and development of plain language content to communicate about Board decisions; the 2018 Local Government Elections and Referenda; departmental projects and initiatives; and doing so using formats/media/channels suitable for a wide range of audiences.

The RDKB was successful in recruiting a new Chief Financial Officer in 2019. Having a new finance lead, combined with three of the other four positions in the department being filled by new staff to those positions in 2018, had a significant impact on the department due to the required recruitment efforts and training. It was a significant accomplishment for Finance Department staff to be able to maintain service levels to the organization, given the staffing disruptions experienced in 2019.

There was a significant increase in the number and complexity of Freedom of Information and Protection of Privacy Act requests from the public in 2019 and the volume of requests for records increased again in 2019 approximately 29% (76 requests in 2018 to 98 requests in 2019). The Manager of Corporate Administration and with the help of a new 80% FTE were able to respond to the requests well within the legislative deadlines. Managing requests for records is highly legislative and demanding. At different times, the work required uses all RDKB resources (especially Building Inspection in Grand Forks and Trail), Planning / land use and Fire for locating files, tabbing relevant records and submitting to the Corporate Officer/FOI Head for severing.

Recovery work associated with the 2018 Boundary flood event continues to consume a significant amount of staff resources.

The RDKB was successful in recruiting a new Senior Energy Specialist to implement the work identified in a funding agreement signed with FortisBC, the funding body for the new position. The work plan includes a range of both corporate and community energy and greenhouse gas reduction activities.

Staff worked with the Policy and Personnel Committee to review and update several RDKB policies as well as the current RDKB Procedure Bylaw. The policy reviews and the bylaw review and updates have been successful as the Committee and staff continue to move forward in a productive manner.

Continued support for the RDKB Occupational Health and Safety Program and the Joint Occupational Health and Safety Committee, consisting of four employer representatives and four worker representatives that steer the program, working together to identify and resolve potential health and safety risks in the workplace.

Significant Issues and Trends:

The cost of providing the administration service is distributed to services through a Board Fee. A review of the Board Fee is expected in the 2020 budget cycle.

Access to information requests continue to increase which has a significant time and resource impact on all departments. Requests are now processed on a weekly basis and with an additional 80% FTE.

Increasing involvement and partnership agreements with other local governments, non-profit and local community groups.

More public consultation, outreach required for special projects and legislative changes to respond to growing customer expectations.

Ongoing improvement in efficiency and effectiveness of action items, tasks, duties, etc.












The trend of increasing EOC activations of longer duration and complexity has the potential for significant impacts on staff resources and Work Plans. Staff involvement in Emergency Management, EOC training and activations will continue to be a growing responsibility for Regional District staff.

There will be a significant amount of time required of all management staff relating to Asset Management. It is expected that the plan will need to be developed, reviewed, and revised continuously moving forward.

With a new Senior Energy Specialist staff resource, and a signed agreement committing the RDKB to undertake specific work utilizing that resource, there will be considerable focus over the next two years on corporate and community energy and greenhouse gas reduction activities.

2020 Project Summary

Relationship to Board Strategic Priorities	Project	Internal / External Resources
	Asset Management	Led by GM Finance, with GM Operations and GM Environmental Services as sub-leads. Consultant services being utilized.
	Big White Community Issues Assessment	Led by CAO, with involvement by multiple departments and utilizing consultant services
	Corporate Communications Plan	Led by Corporate Communications Officer with input from all departments, utilizing external consultant specialists
	Completion of rdkb.com Website Re-design	Led by Corporate Communications Officer with input from all departments, utilizing external consultant specialists
	Emergency Communications Plan	Jointly led by the Manager of Emergency Programs and the Corporate Communications Officer
	Implementation of Online Engagement Platform	Led by Corporate Communications Officer with input from all departments, utilizing external online engagement platform
	Board Room Audiovisual Communications Technology Refresh	Led by Manager of Information Technology, with assistance from Corporate Communications Officer regarding application of the technology
	IT Infrastructure Handoff	Manager of Information Technology and IT staff
	Document Management System	Manager of Information Technology and IT staff
	Electronic and Paper Records Management (RDKB Internal Filing Systems)	Jointly led by the Manager of Corporate Administration and Manager of Information Technology, with assistance from Administration staff

(Cont'd) Relationship to Board Strategic Priorities (Cont'd)	Project	Internal / External Resources
	CityView Software Upgrade	Led by Manager of Information Technology, working with Building Inspection Department and IT staff
 	Primary Corporate Storage Replacement	Led by Manager of Information Technology, with Network Infrastructure Analyst
  	Procedures Bylaw Review	Led by Manager of Corporate Administration
	Freedom of Information and Protection of Privacy	Led by Manager of Corporate Administration
	Continuation of Property Transfers – Grand Forks Rural Firehalls	Led by Manager of Corporate Administration, working with RDKB solicitors
  	Energy and Climate Change Project	Led by Senior Energy Specialist

Legend:



Responding to Climate Change Impacts



Cost Effective and Efficient Services



Responding to Demographic / Economic / Social Change



Improve and Enhance Communication

2020 Projects:**Project:** **Asset Management****Project Description:**

Implementation of asset management including establishing a baseline database, documentation of current practices and establishment of a decision process, model lifecycle strategies as well as establishing an asset management investment plan.

Project Timelines and Milestones:

Consultant has been engaged in the process 2018 & 2019 and is expected to be involved into 2020 working with RDKB staff.

Project Risk Factors:

There will be a significant amount of time required of all management staff. Risk is staff being able to devote time required which could mean delays in completion of project and possibly additional cost. A second risk factor is the availability of information. Legislation was introduced in 2009 with respect to recording tangible capital assets on the financial statements. The depth of data that was available prior to this is limited meaning that the asset management plan may be based at times on best estimates. This is expected that the plan will continue to be reviewed and revised.


Internal Resource Requirements:

Estimated 30% of GM of Finance time to be devoted to this initiative.

Estimated Cost and Identified Financial Sources:

A budget of \$60,000 was allocated in both the 2018 and 2019 financial plans. Similar funding levels are proposed for 2020.

Relationship to Board Priorities:

	<p>Cost Effective and Efficient Services - Having better information on assets will enable the Board to make informed decisions relating to capital planning. Board goal – cost effective services.</p>
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Project: Big White Community Issues Assessment**Project Description:**

At its July 26, 2018 meeting, the Board of Directors received a request from the Big White Community Development Association to initiate a municipal incorporation study for the Big White community. After reviewing subsequent staff reports on the issue, a number of steps have been undertaken leading toward a study being completed, including:

- a meeting with Ministry of Municipal Affairs and Housing staff at the 2018 UBCM Convention;
- a written request to the Ministry of Municipal Affairs and Housing requesting they provide the RDKB with written information and advice on how a governance review process might be designed for the community of Big White;
- a follow-up letter from the September 2018 UBCM meeting from Marijke Edmondson, Director, Governance Structures, Ministry of Municipal Affairs and Housing suggesting that the RDKB consider initiating a "community issues assessment" process rather than an incorporation study for Big White;
- A meeting members of the Big White Community Development Association to discuss the approach suggested by the Ministry;
- A formal request to the Minister of Municipal Affairs and Housing for Provincial funding to undertake the suggested Community Issues Assessment study;
- Work with Ministry of Municipal Affairs and Housing staff to develop a draft terms of reference document for the proposed study; and
- Receipt on November 20, 2019 of a letter from the Minister of Municipal Affairs and Housing confirming that \$30,000 in funding has been approved for the project.

With the recent receipt Provincial funding confirmation, the next step in the process will be to finalize the terms of reference for the project. When that step is complete, the RDKB will subsequently receive a letter and cost-share agreement specifying the terms and conditions of the grant, as well as the timelines for deliverables and payments. Once that agreement has been signed, the RDKB will be in a position to begin seeking a consultant to undertake the Community Issues Assessment work through a Request for Proposals process.

The work on this project will be coordinated by RDKB Administration staff, but input will be sought from various stakeholders, including other Regional District staff, regarding the issues identified and to be addressed in the course of the study.

Project Timelines and Milestones:

Through 2020

Project Risk Factors:

The project is dependant upon \$30,000 in approved funding from the Ministry of Municipal Affairs and Housing. It is anticipated that the Community Issues Assessment process will require a considerable amount of community and stakeholder engagement to provide adequate information to assess the services that the RDKB provides to the community and any additional services that may be suggested through the process. Public engagement exercises are generally quite costly for consultants to undertake and there will need to be attention paid to the scoping of the project to ensure the work can be completed on budget.




Internal Resource Requirements:

Due to the number of services and stakeholders involved in the provision of Big White services, there will be a need for representation from several RDKB departments in the process of undertaking the Big White Community Issues Assessment.

Estimated Cost and Identified Financial Sources:

\$30,000 of funding has been approved by the Ministry of Municipal and Housing toward this project. RDKB costs for the project will consist primarily of staff time – primarily that of the Administrative staff, but also other staff will contribute to the project.

Relationship to Board Priorities:

	Improve and Enhance Communication – The Community Issues Assessment process will provide an opportunity for the RDKB to engage in two-way communication with community members and other stakeholders with respect to the types and adequacy of services provided at Big White.
	Cost Effective and Efficient Services – The process will provide an opportunity for a consultant, working with the RDKB and the community to assess the cost effectiveness and efficiency of current services provided to the Big White community, and potential new services.
	Responding to Demographic / Economic / Social Change – with a changing demographic of residents at Big White, the RDKB has received requests for additional recreational services, etc. in the community. The process will provide a forum to assess those requests.

Project: Corporate Communications Plan Implementation**Project Description:**

Beginning in early 2018, the RDKB embarked upon the development of a corporate communications plan to guide and prioritize the work of the new position. A key deliverable of the Corporate Communications Officer was to develop and implement a Corporate Communications Plan to improve and enhance communication with those people we serve across the region.

The plan includes four focus areas:

1. Clear Brand
2. Digital Presence
3. Internal Expertise
4. Engagement

Each focus area includes corresponding strategic objectives, goals and sub-goals for the remainder of 2019 into 2020.

The plan guides the Regional District of Kootenay Boundary's communications priorities over the next year, and the Corporate Communications Officer will assess the plan each quarter and report to the Board on progress toward achieving each strategic objective and supporting goals.

Project Timelines and Milestones:

The plan was completed in summer 2019 when it received final Board approval, with implementation of the plan ongoing through 2019 and 2020.

Project Risk Factors:

The scope and nature of the work that the Corporate Communications Officer undertakes will be contingent upon budget allocations for communications initiatives in 2020.

Internal Resource Requirements:

Due to the broad corporate nature of the communications work that the Corporate Communications Officer will be engaged in, there will be a need for representation from all RDKB departments in the process of implementing the corporate communications plan.

Estimated Cost and Identified Financial Sources:

The cost of project planning consisted primarily of staff time –that of the Corporate Communications Officer, but also other staff contributed to completion of the plan. Plan implementation will require budget for ongoing major projects such as the Website Redesign Project, listed elsewhere in this work plan, as well as some costs related to Brand Refresh Project implementation including building signage and vehicle decals.

Relationship to Board Priorities:

This project primarily advances one of the Board's key strategic priorities:



Improve and Enhance Communication – The Corporate Communications role links directly to this strategic objective and exists to further it.

The Communications Plan also supports the other three strategic priorities:



Responding to Climate Change Impacts – the Communications Plan supports all RDKB departments and projects including those with outcomes related to climate change.



Responding to Demographic / Economic / Social Change – one of the Communications Plan's four focus areas is Digital Presence. Increasing the RDKB's digital presence through our online engagement platform jointheconversation.rdkb.com, a new website, an increased social media presence, and better audio-visual systems that allow for streaming of board meetings online respond directly to a changing demographic that expects digital access to government services and information and the ability to engage online with staff and the Board.



Exceptional Cost Effective and Efficient Services – one of the Communications Plan's four focus areas is Internal Expertise. The Corporate Communications Officer has been training staff in a variety of areas that allow for greater communications capacity within the organization and more effective and efficient communication and engagement including online engagement and consistent branding.

Project: Completion of rdkb.com Website Redesign**Project Description:**

rdkb.com is being redesigned from the ground up with a modern version of the Content Management software and under the guidance of the Corporate Communications Plan.

Project Timelines and Milestones:

This work is ongoing and represents a significant effort on behalf of the Web Analyst and the Corporate Communications Officer (CCO). The CCO has hired a contractor specializing in user experience (UX) design who has developed a process to ensure staff, the Board and external website users are engaged in site design and navigation. As the contractor completes the engagement process and provides navigation and web page templates, the Web Analyst will execute the necessary changes. The contractor will also work with staff to develop new, plain language content, a web style guide, and design a website evaluation and measurement process so the website can be adjusted and improved through 2020. All new content will be delivered to the Web Analyst who inserts that content into the new web templates.

Project Risk Factors:

Delays due to spikes in workload of Web analyst who also provides Help Desk services. Ongoing multiple demands on the CCO's time due to the broad mandate of the position. Challenges balancing updates to the existing website while ensuring the focus is on developing content for the new site. Maintaining consistent messaging and branding is also a challenge while we transition to the news site.




Internal Resource Requirements:

IT and the CCO will work in close consultation with all internal RDKB stakeholders to ensure content on the new site is relevant and fresh.

Estimated Cost and Identified Financial Sources:

Much of the redesign and branding has been contracted to a small group of consultants in 2019 at a cost of roughly \$50,000. Further consulting services may be required in 2020, but the bulk of the work is now paid for.

Relationship to Board Priorities:

	Exceptional Cost Effective and Efficient Services - Site redesign keeps rdkb.com fresh, relevant and better suited for mobile device use, thereby enhancing public communications and use of online services as developed.
	Improve and Enhance Communication – fresh Website design that reflects the Corporate Communications Plan and Brand Refresh promotes clear, consistent messaging and better public understanding of RDKB services. New CMS permits responsive design for a better user experience while using a mobile device.
	Responding to Demographic / Economic / Social Change – Site redesign keeps rdkb.com fresh, relevant and better suited for mobile device use, thereby enhancing public communications and use of online services as developed, especially as expected by a younger demographic.

Project: Emergency Communications Plan

(also included in 012 – Emergency Preparedness Service Workplan)

Project Description:

Many aspects of the response to major emergencies the past years, including the 2018 Boundary Floods, were very successful. However, one of the significant after action items recommended from these events was the development of an enhanced Emergency Communications Plan (ECP). Development of this plan will greatly assist RDKB staff in enabling best-management practices in regards to both internal and external communications during a major emergency event.

Project Timelines and Milestones:

The plan is now 90 per cent completed. The ECP is one component in the Regional Emergency Plan, included in the Emergency Preparedness Service Workplan.

Project Risk Factors:

Very few risk factors as the plan is nearing completion.





Internal Resource Requirements:

This project is a joint effort between the Manager of Emergency Programs and the Corporate Communications Officer. Effort will be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

	Improve and Enhance Communication – the plan's purpose is the same as this priority.
	Exceptional Cost Effective and Efficient Services – use of internal staff resources to develop the plan.
	Responding to Demographic / Economic / Social Change – includes use of an online Emergency/Evacuation Notification system, Emergency Website. Greater use of digital assets to communicate to a younger population that expects digital communication.
	Responding to Climate Change Impacts – increasing likelihood of emergency events related to climate change mean the need for better emergency communication is paramount.

Project: Implementation of Online Engagement Platform - jointheconversation.rdkb.com

Project Description:

Fully integrate the RDKB's online engagement platform (standalone website) with the new RKDB website and incorporate this platform into all RDKB engagement processes in 2019

Project Timelines and Milestones:

In late 2018, the RDKB purchased an online engagement platform called EngagementHQ through provider Bangthetable Canada Ltd. The platform, <https://jointheconversation.rdkb.com>, now includes a total of 20 projects (16 external and 4 internal). The site has had about 3,000 site visits and 200 site registrations. The Corporate Communications Officer (CCO) will continue to work with all RDKB departments to ensure other projects and initiatives take advantage of the new platform so that the RDKB can expand its online engagement processes toward engaging with more stakeholders in the region.

Project Risk Factors:

Workload of CCO and other staff and ability to produce adequate content for all projects. Possible increased workloads for CCO and some other staff as more and more stakeholders begin to engage online.




Internal Resource Requirements:

The CCO will work in close consultation with all internal RDKB stakeholders to ensure content on the new site is relevant and fresh. The CCO will include online engagement in any departmental communication plans developed in 2019. The CCO will continue to train project administrators for the site, from among staff who engage with the public.

Estimated Cost and Identified Financial Sources:

Cost of renewing the online engagement platform for 2019/20 is \$12,000, the same rate as 2018/19. Additional funding will be required in 2020/2021 to pay for a fourth year of the platform subscription if the RDKB continues with the same platform as annual rates will increase.

Relationship to Board Priorities:

	Improve and Enhance Communication – the plan's purpose is the same as this priority.
	Exceptional Cost Effective and Efficient Services – use of internal staff resources to develop the plan.
	Responding to Demographic / Economic / Social Change – includes use of an online Emergency/Evacuation Notification system, Emergency Website. Greater use of digital assets to communicate to a younger population that expects digital communication.

Project: Board Room Audiovisual Communications Technology Refresh**Project Description:**

The audiovisual (AV) technology in the Grand Forks and Trail Board rooms is undergoing a refresh. Through late 2019 and early 2020, IT will be implementing a new video conferencing integration with the existing Crestron base system to permit meaningful video conferencing capacity. In the course of this integration, the touch interfaces in both rooms will undergo a small redesign to make the touch controls more useful and relevant.

The mic subsystem in Grand Forks is the last vestige of the original 2008 AV system and is being replaced in Q4 2019. Several RFP responses were received for this project and a successful contractor selected to install Sennheiser mics and add some more speakers around the room.

Project Timelines and Milestones:

November 2019 – March 2020

Project Risk Factors:

As always, RDKB has relatively limited access to technology integrators, which in turn limits viable technical options. Cost overruns are also always a possible consequence of the relative remoteness of RDKB facilities from larger markets.

Use of non-domestic Cloud based services, like a video conferencing subscription service, poses a risk with respect to FIPPA compliance, so any such use needs to be handled with some care and attention to mitigate the RDKB's exposure to that risk. IT has settled on a Cloud VC service that explicitly uses encrypted, domestic transit and storage and is therefore eligible for BC local government use.

Internal Resource Requirements:





Information Technology will be responsible for acquiring the services of an audio visual integrator, providing specifications and assisting the integration contractor with implementation details. Corporate Communications will work with IT to explore uses of the new system for online streaming of board meetings to further the RDKB's digital presence in the region.

Estimated Cost and Identified Financial Sources:

- Crestron / Zoom integration kits + professional services = roughly \$13,000 per Board room
- Monthly Zoom subscriptions = \$65 per Board room & \$27/mo/meeting organizer
- Mic / speaker subsystem for Grand Forks = roughly \$30,000

These costs are all accounted for in the 2019 capital budgeting.

Relationship to Board Priorities:

	<i>Improve and Enhance Communication</i> - Improved video communications capacity in the Boardrooms provides more options for conducting Board, staff and community group collaborative functions. Possibility for online streaming of content responds to public expectations among for accessible, transparent government.
	<i>Responding to Climate Change Impacts</i> – effective video conferencing reduces the need for travel to meetings
	<i>Responding to Demographic / Economic / Social Change</i> – a younger workforce is accustomed to video conferencing as a standard communications tool, so corporate VC should aid in the retention of younger workers. Possibility for online streaming of content responds to public expectations among for accessible, transparent government, especially among younger demographics.
	<i>Exceptional Cost Effective and Efficient Services</i> - Video conferencing capacity has the potential to substantially decrease meeting costs, travel costs, energy use, and GHG emissions.

Project: Infrastructure Handoff**Project Description:**

With the hiring of a dedicated Network Infrastructure Analyst (NIA) comes a period during which responsibility for various sections of infrastructure will be incrementally handed off to the NIA. As of this writing, this handoff is largely complete. The NIA has assumed responsibility for most technical subsystems and has acquired training and vendor certification for some of those systems.

Project Timelines and Milestones:

September 2017 – February 2020

Project Risk Factors:

At this point, the RDKB has a significant investment in the current NIA staffing, so the risk of retaining this staff becomes greater as his skills become more marketable. Skilled IT workers are in short supply, and local governments have to compete with all other industries for these workers at all times.


Internal Resource Requirements:

This is mostly an intra-departmental project but will involve all members of the Information Technology (IT) team. This change also somewhat affects primary services like GIS and Finance, who tend to have a closer technical relationship with IT.

Estimated Cost and Identified Financial Sources:

Minimal financial impact. If any, only some vendor training to bridge any training gaps for the NIA. Estimated training costs for 2019 are around \$4000, with perhaps slightly more planned for 2020 as the NIA's training requirements become more specialized.

Relationship to Board Priorities:

	<p>Exceptional Cost Effective and Efficient Services - Handing off infrastructure to a dedicated NIA greatly improves the capacity of IT to deliver technological innovation in the primary services so that they operate more efficiently.</p>
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Project: Document Management System**Project Description:**

Implementation of corporate document management strategy. Electronic Document Management represents a critical milestone along the path to corporate information maturity.

Project Timelines and Milestones:

At this time, the RDKB has implemented a Document Management System (DMS) for a small group of pilot participants. Initial adoption is going slowly, but as that pilot generates success, it should pave the way for further adoption by other functional groups.

Project Risk Factors:

The third party DMS in use is from a relatively small and unknown player in the DMS space, but it fits the needs and resources of the RDKB nicely. Support is delivered by a small group in Europe, so is delivered on a next-business-day basis. There's also the risk that the software developer might be bought by a larger group or fold entirely.





Internal Resource Requirements:

IT will continue to provide administration and, to the extent that it can, user support for users of this DMS.

Estimated Cost and Identified Financial Sources:

This particular DMS costs US\$3770 to license initially, with an ongoing maintenance cost of 22%, so is a very good value.

Relationship to Board Priorities:

	Improve and Enhance Communication – the initial DMS pilot group is the Emergency Operations group, which is now much more effectively able to collaborate with external agencies in the event of an EOC activation
	Responding to Climate Change Impacts – an effective DMS program reduces the amount of paper required to conduct the business
	Exceptional Cost Effective and Efficient Services - DMS supports primary services allowing them to operate more efficiently.
	Responding to Demographic / Economic / Social Change – Younger workers from other environments will expect digital workflows as the standard, so an effective DMS

	service for corporate documents will become increasingly critical in retaining those workers.
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Project: Electronic and Paper Records Management (RDKB Internal Filing Systems) (2019-2020)**Project Description:**

Records management is part of the RDKB's wide-ranging functions of governance, managing risk and compliance. At this time, this project concerns the filing of electronic records and electronic filing naming conventions only at the RDKB Trail office as well as reorganizing the Administration Department's paper file folders. The project is ongoing and as part of the broader RDKB "document management" piece, Administration will work with Information Services. The work includes creating electronic folders and sub-folders on the RDKB's internal common network drive for some of the RDKB's common records that all employees need access to, organizing all future Administration Department's general files as electronic records, scanning and filing important historical paper files, studies, consultant reports into the network drive and creating a records retention schedule.

Given the uniqueness of some of the RDKB's services, not all departments wish to file in an overall corporate system. This results in the project shifting to a records management system (paper and electronic), using the Local Government Management Association (LGMA) model, for only the Administration Department's general files and the overall Corporation's contracts, leases agreements, etc.

Project Timelines and Milestones:

This project will be work in progress for a few years and includes several elements. At this time, it is difficult to determine a date for completion.

Began January 2019 and Continues Beyond 2020

- February 2019 to September 2019 – Begin process to simplify and clean up Electronic Filing on the RDKB Trail office network. **Complete.**
- February 2019 to April 2019: Reorganize and create additional space for the Administration Department's paper file folders. **Complete.**
- May 2019-Fall 2019 – Add extensions to both paper file folders and the electronic files (e.g. as per the LGMA Records Management model). **Complete.**
- Fall 2019 and Ongoing into 2020 - Where appropriate, look ahead to organizing other Trail office departmental paper files into the overall organizational file folder system. **This part of the project has been removed.**

2020

- January 2020 - March 2020 Continue to identify which current historical paper records should be digitized and begin the duplication process onto the network drive.
- March-May 2020 - Continue to research and review a Records Retention Schedule(s) and bylaw.
- June-Fall 2020 – Move towards adoption of a records retention bylaw. Consult with solicitors and records management professional.
- Fall 2020 - Work with Information Systems Department in the overall RDKB document management system (microfiche). Consult with professional.

Project Risk Factors:

This project continues to require a fairly significant amount of time from Administration and Information Technology Staff. The timelines and milestones targeted for 2020 could possibly be delayed with unforeseen and or other emergent work that may arise. The work to completion will be ongoing in 2020 and beyond. Staff are discussing a temporary term-position (e.g. librarian, records management specialist) to assist and funds have been included in the 2020 General Government - Administration budget

Internal Resource Requirements:

Manager of Corporate Administration, Manager of Information Services and Clerk/Secretary/Receptionist (Administration).



Estimated Cost and Identified Financial Sources (2020):

- Approximately \$1,500 for solicitor's opinions and legal work on the records retention bylaw.
- The proposed 2020 Budget includes funds for a temporary, term-position to work with the Corporate Office to move towards completion.
- Staff resources and time.

Relationship to Board Priorities:

- *RDKB Mission Statement: "...to provide a professional level of governance and advocacy both responsive an accountable to the needs of our regional community:*
 - Records management ensures the RDKB's records of critical historical, legal and fiscal value are organized, identified, easily accessible and preserved resulting in the Board having timely access to information and assisting the Board to be transparent, accountable and open with the public and government.

RDKB Strategic Objectives:

	<i>Exceptional Cost Effective and Efficient Services -</i> Records Management provides for more <i>efficient and effective management</i> of the organization's documents keeping records filed and organized in a systematic manner. Electronic filing reduces the cost for storage equipment, paper and other stationary supplies and provides benefits for staff time management as a proper system should reduce the time it takes to search for, and locate records. Records management allows information-sharing with the public, the Board and the overall internal corporation to become more efficient.
	<i>Environmental Stewardship/Climate Preparedness -</i> The electronic component of records management reduces the volume of paper, file-folders and other stationary from going into our landfills.

Project: CityView Upgrade**Project Description:**

Update of the 2006 era Building Inspection (BI) software called CityView with the latest version of CityView. Despite bearing the same names, these are fundamentally different products, separated by more than a decade of development and innovation.

Project Timelines and Milestones:

Specifying and configuring a new BI software suite will encompass enterprise considerations, so may take much of 2019/20. At this time, the scope and schedule of the Building Inspection module replacement project has been defined such that a fully operational, modern Building Inspection service should be in place by Q2 of 2020. However, CityView 2018 is a full-featured municipal software suite, so implementing further modules for other administrative functions like bylaw enforcement and development permit management is the logical next phase of this project to more fully leverage the core investment and diversify costs.


Project Risk Factors:

There's always a risk of scope creep and inconsistent buy in from stakeholders. Mitigating these risks is the function of the project champion. As always, there's also the risk of cost overruns and underestimation of IT cycles required for new software systems to succeed.

Internal Resource Requirements:

IT will work in close consultation with Building Inspection staff and management to ensure implementation meets the needs of the department.

Relationship to Board Priorities:

	<p>Exceptional Cost Effective and Efficient Services - New software will permit BI staff to operate more efficiently and mitigates the risk of running outdated software. As more CityView modules put into service, other Administration functions will operate more efficiently.</p>
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Project: Primary Corporate Storage Replacement**Project Description:**

The primary corporate storage device is from 2014, so is due for replacement as a normal capital replacement.

Project Timelines and Milestones:

RDKB was an early adopter of Nutanix hyperconverged storage devices and remains committed to this specific technology. Since 2014, several neighboring organizations have also purchased Nutanix storage devices, the presence of which adjacent install base strengthens the case for continuing to use this storage vendor. By the next storage replacement capital cycle in 2025, it may even be practical to pool storage devices with some of these neighbors, which exponentially strengthens the robustness of this particular technology beyond the simple sum of the storage devices.

Project Risk Factors:

Storage in any one data centre poses a risk, irrespective of its individual robustness. IT will be abating this risk to a reasonable extent by locating a backup of crucial storage in a secondary location.



Internal Resource Requirements:

This project will fall largely on the Network Infrastructure Analyst (NIA) who, by Q2 of 2020 will have acquired Nutanix Engineer certification from the vendor.

Estimated Cost and Identified Financial Sources:

\$140,000 is budgeted in the IT capital financial plan for 2020.

Relationship to Board Priorities:

	Exceptional Cost Effective and Efficient Services – The existing storage device will be 6 years old by the time of its replacement and will no longer be eligible for vendor support by 2021, so this replacement is good capital planning. The new device has also roughly twice the capacity of the outgoing, which should accommodate all the necessary growth of the business through to 2025.
	Responding to Climate Change Impacts – Nutanix hyperconverged appliances are exceeding efficient of power, cooling and rack space vs. traditional storage design

Project: **Procedure Bylaw Review-Revised Bylaw (2019-2020)****Project Description:**

The general procedures to be followed by Regional District Boards and Municipal Councils and their respective committees in conducting business must be established by a “procedure” bylaw (S. 225 LGA). It is a lengthy and comprehensive bylaw that acts as a guide for the Board, public and staff. The bylaw must specify the details for giving the elected officials and the public notices of meetings and general meeting and electronic meeting procedures. The procedure bylaw must also set out the agenda delivery timelines and the rules for closed meetings.

Based on Board and the Policy and Personnel (P&P) Committee’s direction from 2016-2017, the main objective of this project was to: include additional elements to the current procedures and rules for RDKB electronic meetings and to provide staff an opportunity to assess how, and the timelines for, the delivery and posting of meeting notices and agendas.

Through the initial work in early 2019, Staff identified several areas of the bylaw that were out of date and which needed to be resolved to reflect the names of current Committees, the addition of new Committees, updates to staff titles and removal of Committees that no longer exist. Staff worked on incorporating housekeeping updates and changes to the order of the bylaw sections to make the content more streamlined/organized. Inclusion of a consent agenda and removing the names of movers and seconders from the record were also brought forward for discussion by the P&P Committee and already approved by the Board.

Parts 1-8 have now been reviewed and the changes proposed by the P&P Committee have been incorporated into the draft bylaw. Some specific parts of the bylaw, including electronic meetings, closed meetings and delegations were reviewed attentively and the Committee’s proposed changes have been made in the draft version.

In 2020, Staff and the Policy and Personnel Committee will continue to move forward with assessment of the remaining pieces of the bylaw (Parts 9-14). The work is tedious and discussions for the Committee members are involved and take a significant amount of time. The proposed draft procedure bylaw will be presented to the overall Board for review and feedback before it is re-presented for adoption.

Project Timelines and Milestones:

Commenced February 2019 with completion initially targeted for fall 2019. As of November 2019, the project is not complete. The Policy and Personnel Committee has dedicated a large volume of time reviewing the bylaw throughout 2019. Discussions have been thorough and productive. Both staff and the Committee require more time in order to complete the work and present a final revised bylaw to the Board for adoption in 2020.

- February 2019 to April 2019 – Staff research bylaw compliance with provincial requirements, research other local government procedure bylaws, complete the “housekeeping” amendments and assemble example bylaws and background materials to present to the Policy and Personnel Committee’s review in March or April. Staff present research material and examples regarding consent agendas and removing the names of movers and seconders **Complete.**
- April-May 2019 – Staff research consent agendas and Eli Mina re. removing the names of elected officials who move and second motions from the record incorporate in draft bylaw and present to both the P&P Committee and the Board of Directors. **Complete.**
- June 27, 2019 - The Board approved the proposed streamlining edits and the reorganization of the bylaw as recommended by staff and the P&P Committee. The Board also approved the addition of consent agendas and agreed to removing the names of movers and seconders from the record.
- September 2019 – Staff provides the Committee with focus areas for review in Parts 3-5 (Board and Committee agendas, meeting details, notices of meetings, agenda delivery and electronic meetings). **Complete.**
- October – November 2019 – Staff work through electronic meeting sections to include the P&P Committee’s changes from September into the draft bylaw. **Complete.**
- November 2019 - The Committee continued its review of electronic meeting procedures and rules. Staff provided further focus areas in Parts 6-8 (attendances at meetings, order of business, meeting procedures) and the Committee provided several edits, which staff is currently working to include in the proposed bylaw. **Ongoing.**

2020

- January-March 2020– Staff provide the P&P Committee focus areas and discussion points for a review of Parts 9-14 to complete the overall Committee review.
- April-May 2020 – Bylaw review by staff for any omissions, spelling, grammar and formatting. Staff to determine whether the P&P Committee needs to consider any other legislative or important procedural matters that may have been missed during 2019.
- June - Present the proposed draft procedure bylaw to the P&P Committee for final review and further possible edits.
- June-July 2020 – Present proposed draft bylaw to Board of Directors for discussion and feedback and possible referral back to staff and P&P Committee for further edits.
- July-August – Present bylaw to the Board of Directors for adoption.

Project Risk Factors:

This project will require a significant amount of research and preparation from the Manager of Corporate Administration/Corporate Officer. The milestones and completion of the project will depend largely on the discussions and decisions of the Policy and Personnel Committee and Board of Directors. Adoption of a revised bylaw is critical in order to make the RDKB’s meeting and notice procedures compliant with the legislation, timely, and to incorporate the current internal procedures and processes that are not captured in the current bylaw.

Internal Resource Requirements:




Manager of Corporate Administration

Estimated Cost and Identified Financial Sources:

- Administration human resources.
- At this time, it does not appear that any financial resources will required.

Relationship to Board Priorities:

- In 2016, the Board directed staff to begin work on a framework and policies and procedures for electronic meetings. Direction was also given for to staff to assess how, and the timelines for, the delivery and posting of meeting notices and agendas.
- *RDKB Mission Statement: "...to provide a professional level of governance and advocacy both responsive an accountable to the needs of our regional community:*

	<p><i>Improve and Enhance Communication-</i></p> <p>A local government procedure bylaw is a legislative requirement and as such, must comply with the <i>Local Government Act</i> and <i>Community Charter</i>, regardless of the other procedures that the local government wishes to include in the bylaw. The draft RDKB bylaw does include sections that are additional to the required/legislative content and which should be reviewed every few years to ensure they fit with the present Board's strategic priorities.</p> <p>Given the bylaw acts as a "guide" or reference document, it communicates with staff, the Board and the public about the RDKB's meeting arrangements and details as well as procedures and policies that should be recognized and understood by all of the aforementioned groups during a meeting.</p>
	<p><i>Exceptional Cost Effective and Efficient Services</i></p> <p>The inclusion of electronic meetings in the RDKB procedure bylaw, provides an alternative for staff, the Board and Committee members having to drive to attend meetings. If used, electronic meetings could result in an opportunity for the RDKB to spend less financial resources on gas, driving time and meals for both staff and elected officials.</p>
	<p><i>Environmental Stewardship/Climate Preparedness</i></p> <p>When used, electronic meetings would result in less greenhouse gas emissions as staff and the elected officials will be able to participate in the meeting without having to drive a vehicle.</p>

Project: Freedom of Information and Protection of Privacy (2019-2020)**Project Description:**

The Office of the Information and Privacy Commissioner for British Columbia enforces the *Freedom of Information and Protection of Privacy Act* (FOIPPA) which sets out the access and privacy rights of individual's as they relate to the public sector. The Act establishes an individual's rights to access to records, including access to a person's own personal information and records in the custody and or control of a public body. The Act also sets out the terms under which a public body can collect, use and disclose personal information of individuals, how much can be charged for the local government's work and the timeline for the local government to reply to requests. Public bodies are accountable for their information practices as they are required to take reasonable steps to protect the privacy of personal information they hold while balancing transparency and individuals' rights to access records.

In most BC local governments, the Corporate Officer is usually the *Freedom of Information and Protection of Privacy Act* Head or Coordinator. The head relies heavily on staff from other departments such as building inspection, fire and planning/land use to search, locate and identify the records that are requested. The Act is large (6 parts) and the work to release records, if that is the case can be complex, takes a significant amount of staff time and requires attention to details to process the different types of requests for records.

The FOIPPA Head responded to 42 more requests for records in 2018 (76) than in 2017 (34) and the number of requests increased from 76 in 2018 to 98 to date in 2019 (increase in volume of approximately 29%). The strain of working through the volume of requests while managing other corporate work, and ensuring that the FOIPPA Head replies to requests within the legislative deadline has largely been offset with the addition of an 80% FTE (4 days per week) position. This position assists the FOIPPA Head with managing the requests within the deadline and also assumes procedures for clerical and duplication work as well as providing the Corporate Officer with a review of the proposed records for disclosure. This position has made a positive and large difference for RDKB FOIPPA Head's work in FOIPPA.

To provide better service to those requesting records and to reduce the amount of time for all RDKB staff with their contributions to the process, the RDKB FOIPPA Head worked with Civic Legal LLP to create a list of routinely released documents, which was provided to Managers and staff. The RDKB FOIPPA bylaw will be presented as well once it has been revised and updated.

The RDKB's current FOIPPA Bylaw is old and needs work to modernize legislative references and other pieces. The Bylaw has also been referred to the RDKB Solicitors for a legal review to ensure compliance with the FOIPP Act as well as with RDKB policies. Staff has not received the legally reviewed version back yet.

In 2020, staff propose to provide the members of the RDKB Board of Directors with some training under the FoIPPA as well as providing them with the list of routinely released records, which also includes guidance as to when to turn over requests to the Head. Records that are not routinely released must be referred to the Head for review and disclosure processes as it is illegal for any other position to reply to, disclosure records and redact if necessary.

Project Timelines and Milestones:

Commenced April 2019 and may take to October-November 2019 and perhaps beyond.

- March-April 2019 - create list of routinely released documents and refer to solicitors for review. **Complete.**
- May to August 2019 – Staff review current RDKB FoIPPA Bylaw to ensure it fits with RDKB policies such as the *Use of Surveillance Cameras at RDKB Facilities Policy*. **Complete.**
- June 2019 – FoIPPA Head meet face to face with Solicitors re. the final draft of the routinely released records. **Complete.**
- September 2019 - FoIPPA Head meet fce to face with Solicitors re. the RDKB FoIPPA Bylaw. **Complete.**
- October- Bylaw referred to RDKB solicitors to ensure compliance with the FoIPPA. **Complete.** Legal review still underway.
- November 2019 – List of routinely released records distributed to RDKB Managers and staff.

Project Risk Factors:

This project will require a significant amount of research and preparation from the Manager of Corporate Administration/Corporate Officer. Until mid-2019 and with limited resources to assume and assist with other administration/corporate work until summer 2019, the 2019 project timelines and milestones have had to be adjusted.

Internal Resource Requirements:

- Manager of Corporate Administration, Manager of Information Services and Administration Clerk/Secretary/Receptionist

Estimated Cost and Identified Financial Sources:

- Time and human resources.
- \$1,600 (2019)
- Approximately an additional \$1,500 for the legal review on the bylaw will need to be allocated in the 2020 budget.

2020

- February-March 2020 - Once the solicitors have completed the legal review on the RDKB FoIPPA bylaw, the Corporate Officer/FoIPPA Head will present it to the Board of Directors for adoption.
- March-April 2020 – The FoIPPA Head will present to, and review the Bylaw with staff.
- May-July 2020 –Develop content for an FoIPPA page on the RDKB website and other communications pieces that will assist staff, elected officials and the public understand the legislation as well as the RDKB FoIPPA practices and procedures.

Relationship to Board Priorities:

- Local governments have a duty to create, receive and use records as a normal part of conducting business. The manner in which the RDKB manages requests for records and ensures compliance with the *Freedom of Information and Protection Privacy Act* directly affects the Board's ability to operate effectively and to remain transparent.
- RDKB Mission Statement: *"...to provide a professional level of governance and advocacy both responsive and accountable to the needs of our regional community:*

***Improve and Enhance Communication -***

Ensuring that the current RDKB FoIPP records processes and practices are communicated to the public in a clear and informative manner so that the public understands the rules around the release of records will provide timely access to requested records and assist the Board of Directors to be seen as transparent and open with the public.

Project: Continuation of Property Transfers – Grand Forks Rural Firehalls (2019-2020)**Regulatory Bylaws and Regulations:**

- Provincial Letters Patent-October 16, 1956
- Leases – Commencing November 25, 1978 and expiring November 24, 2077 (99 years)
Option to renew for additional 99 Years
- Order in Council No. 379-September 12, 2013-Revoking the Letters Patent
- RDKB Grand Forks Rural Fire Protection District Service Area Establishment Bylaw No. 1541, 2014

Staff:**Chief Administrative Officer****Manager of Corporate Administration****Clerk, Secretary, Receptionist (Administration)**

The Grand Forks Rural Fire Protection District was incorporated by Letters Patent on October 16, 1956. An Order in Council, revoking the Letters Patent was issued to the RDKB on September 12, 2013 and the rights, property and assets of the Grand Forks Rural Fire Protection District were transferred to and vested in the RDKB. The RDKB also assumed the obligations of the Order in Council including Leases with the registered owners. RDKB Bylaw No. 1541 established the RDKB Grand Forks Rural Fire Protection District on January 30, 2014.


There are 4 rural firehalls within the service:

1. Station 1-George Evans Hall (Northfork Road/Grandby Road)
2. Station 2-Carson/Reservoir Road
3. Station 3 Big Y Hall Carson Road
4. Station 4 Nursery Starchuck Road

Work began in January 2017 and in 2019, Staff will continue to work with the RDKB Solicitor. It is difficult to determine when this work will be completed. However, Staff's work will continue throughout 2020 once the RDKB solicitors have completed working with the private landowners' legal teams.

The process includes entering into four separate Assignment and Landlord Consent Agreements between the RDKB (assignee), the City of Grand Forks (Assignor) and the current registered owners of the four properties (landlords).

Relationship to Board Priorities:

	<p><i>Exception Cost Effective and Efficient Services -</i></p> <p>This initiative is part of larger plan to rationalize the Grand Forks Rural Fire Service, which is intended to result in long-term savings to residents</p>
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Project: Energy and Climate Change Project - FortisBC Agreement**Project Description:**

The implementation of the Senior Energy Specialist (SES) Services work plan as documented in the RDKB and FortisBC Funding Agreement. The work plan covers both corporate and community energy and greenhouse gas reduction activities, specifically demand side management, transport, renewable natural gas and natural gas for remote communities.

Key deliverables within the work plan include:

- Regional Residential Energy Efficiency Program (REEP) - develop a plan that reduces energy cost and improve living conditions for residences in our communities, and reduce greenhouse gas emissions.
- Preparing for the 2022 Building Code (Step Code) – develop a region wide transition plan to prepare the building industry and trades, municipalities and regional district for the construction of new homes and commercial building to the update 2022 Building Code.
- Low Carbon Fleet Management Plan - Report on a low carbon fleet management plan options for the Regional District of Kootenay Boundary.
- Build energy retrofit plans for top 5 energy consuming facilities - Review current energy consumption at the RDKB facilities, undertake energy assessments to identify energy reduction opportunities and to develop energy retrofit plans for the top 5 energy consuming facilities.

Service Levels

New: Management of the RDKB corporate and community energy and climate change programs.

Human Resources:

Senior Energy Specialist (100%)

Project Timelines and Milestones:

August 2019 – August 2021

Project Risk Factors:

The key risks to the project are:

- the municipalities are not willing or unable to engage in the development of the program due to limited resources and different priorities. This could result in a fragmented approach across the region and some communities not included.
- resources are diverted from this project to other priorities or new projects resulting in the work not being completed and losing FortisBC funding.
- service and other managers are not available or interested in supporting the review of existing fleet usage and requirements, or participating in the energy assessments resulting in either delay in project or gaps within the project deliverable.

- funding to undertake the energy assessments at these top 5 energy consuming facilities is not available due to grant funding not being obtained and FortisBC no longer providing their energy assessment program.

Internal Resource Requirements:

Development of REEP & the Transition Plan for 2022 Building Code - There will be a need for involvement from planning, building inspection and corporate administration (communications) departments.

Low Carbon Fleet Management Plan - There will be a need for involvement of managers to understanding their fleet vehicle usage and requirements, development of the RDKB travel profile and the review of the Fleet Vehicle Replacement Policy.

Facilities Energy Retrofit Plan - There will be a need commitment and involvement from Service Managers and key staff managing and running the operations.

Estimated Cost and Identified Financial Sources:




The cost of the project will consist primarily of staff time – primarily the time of the Senior Energy Specialist who's position is funded through FortisBC 2 year SES Funding Agreement. It will also involve staff to contribute.

In addition, there will be a cost associated with undertaking the Energy Assessments at the different facilities. Previously FortisBC charged \$300 per site.

Potential funding sources:

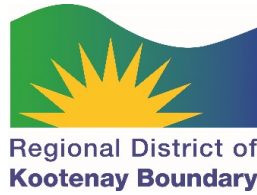
- FortisBC funding and rebates for Energy Assessments,
- Columbia Basin Trust Grant opportunities,
- CARIP reserve fund, and
- Gas Works.

Relationship to Board Priorities:

	<i>Environmental Stewardship/Climate Preparedness</i> This project advances one of the Board's key strategic priorities for Environmental Stewardship/Climate Preparedness and commitment that we will plan for climate change mitigation.
	<i>Exceptional Cost Effective and Efficient Services -</i> This program will advance this strategic priority of the Board by proactively analyzing opportunities for better efficiency opportunities associated with energy use and climate change mitigation.
	<i>Improve and Enhance Communication -</i> This project will allow an opportunity for the RDKB to communicate with the community the various initiatives associated with climate change mitigation and energy efficiency

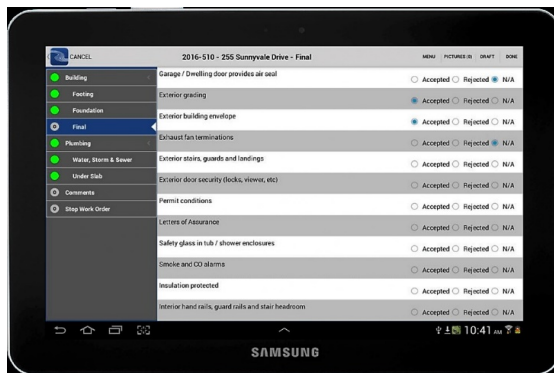
Outstanding Action Items:

GENERAL ADMINISTRATION			
Initiation Date	Action / Issue	Staff Resources	Comments
Mar. 2018	<u>Community Group Use of Fire Halls:</u> That the use of RDKB fire halls by external community groups be referred to the Policy and Personnel Committee for further discussion around the development of a policy that would set out guidelines for the use of the local halls by external community groups and the role of the Regional Fire Chief.	Administration Staff	
May 2018	<u>RDI Research Project:</u> That the RDKB Board of Directors approve the allocation of \$40,000 to the General Gov't/Administration (001) Budget over two years (\$20,000/yr) for the Columbia Basin Rural Development Institute (RDI) – RDI for Local Government Regional Research Project SUBJECT TO approval of equivalent funding commitments from the Regional Districts of Central Kootenay and East Kootenay in return for \$60,000 in direct research support (50% ROI) and joint access to \$25,000 strategic investment (SEED funding) and \$20,000 training and workforce development.	Administration Staff	Funds included in 2019 and 2020 budgets.
Feb. 2016	<u>Reserve Policy:</u> That the Committee of the Whole (Finance) directs staff to develop an Organizational Reserve Policy in 2016 which encompasses both capital and operating/maintenance requirements. Further, that the policy be presented back to the COW (Finance) for review and then be referred to the Policy, Executive, and Personnel Committee.	Finance Staff	The policy is to be developed in conjunction with the development of the RDKB's Asset Management Plan which is currently in process.
June 2017	<u>Succession Planning:</u> That Staff prepare a report on the RDKB's Succession Plan.	Administration Staff	



Building Inspection Services

2020 Work Plan - DRAFT



RDKB BUILDING INSPECTION DEPARTMENT

Brian Champlin, Manager of Building Inspection Services



Regional District of
Kootenay Boundary

Building Inspection Services

2020 Work Plan

Service Name: Building Inspection Services

Service Number: 004

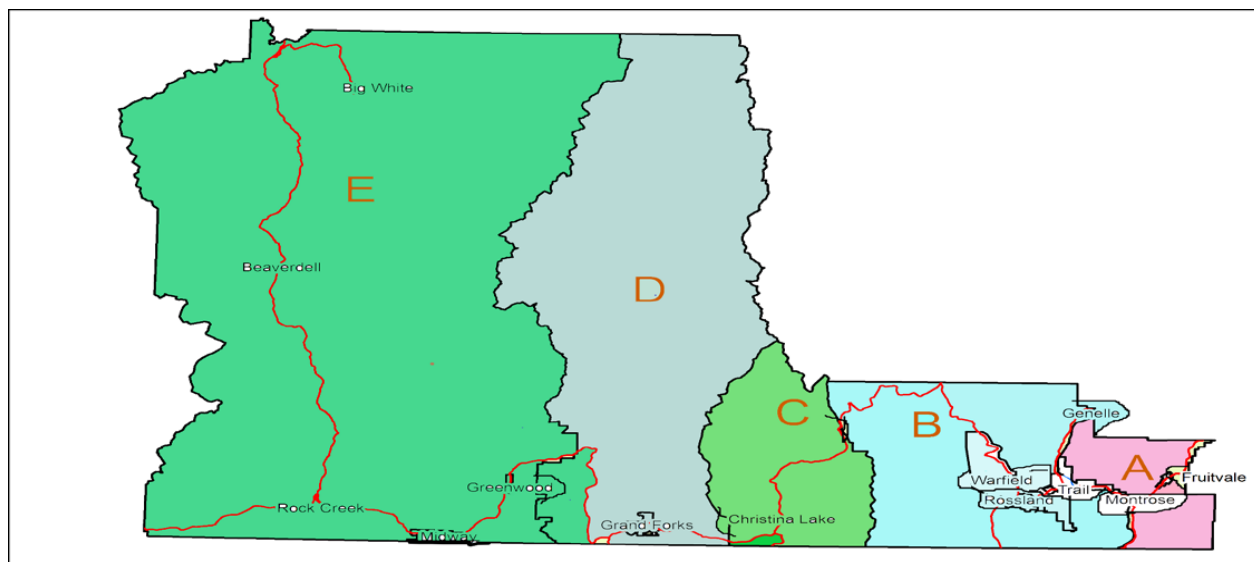
Committee Having Jurisdiction: Committee of the Whole – Finance

General Manager/Manager Responsible:

J. Chandler, General Manager, Operations/DCAO / B. Champlin, Manager of Building Inspection Services

Description of Service:

Building Inspection Services provides building and plumbing inspection throughout all electoral areas. The service also provides building and plumbing inspection services to six municipalities on a contract basis.



Structure of Building Inspection Services

RDKB Building Inspection Services is considered to be an electoral area service. It was one of the RDKB's first services established upon incorporation, under Letters Patent. RDKB Bylaw No. 1, 1966 was the original regulatory building bylaw for the electoral areas. It has since been replaced by Bylaw No. 449, 1985 and amendments thereto, as the regulatory bylaw that currently applies to all of the electoral areas. The service was converted in 1989 to an extended service established by bylaw (Bylaw No. 619, 1989).

Municipal Contracts

Over the years, the RDKB established contracts with several member municipalities for the purpose of providing building inspection services to municipal partners. This contract arrangement recognizes the economies of scale associated with sharing building inspection service among the participating jurisdictions. The current contracts with the municipalities were originally developed in 1994. At that time each of the eight municipalities signed contracts for building inspection service. Since then, two municipalities have used the termination provisions in the contract to withdraw from the contractual arrangement. The City of Rossland terminated its contract with the Regional District in 2008; but has since approached the Regional District to engage in a new contract to provide vacation relief services for the City of Rossland's Building and Plumbing Official. Discussions are underway, but the details of the contract have not been finalized. The City of Grand Forks terminated its contract in 2013.

The contracts with municipalities have been reviewed twice since they were originally signed in 1994 with no resulting changes to the structure of the service or the contracts themselves.

The contract outlines the elements of the building inspection service for which each party is responsible. Each participating municipality contributes to the costs of operating the service based upon a formula that is contained within the contract. The formula for determining each participant's financial contribution to the service utilizes three methods of apportionment:

1. Each participating member municipality and electoral area contributes a basic service fee determined by apportioning the costs of the Manager of Building Inspection Services salary plus a 40% administration fee among the participants, on the basis of population;
2. Based upon the actual value of permits issued two years previous, each member municipality and electoral area pays an additional fee as follows:
 - i. \$5.00/\$1,000 of residential permit value;
 - ii. \$2.00/\$1,000 of commercial permit value;
 - iii. \$1.00/\$1,000 of industrial permit value;
 - iv. \$1.00/\$1,000 of institutional permit value;
3. Additional funding requirements for the operation of the service after the above-described fees have been allocated are apportioned among the participating municipalities and electoral areas on the basis of Hospital District Assessment.

Under the terms of the contract, all building permit fees generated from within a municipality are returned to that municipality.

Because one of the apportionment considerations is the actual value of permits issued two years previous (i.e. apportionment in 2019 is based upon each participant's respective construction values in 2017), there has been some variability in the requisition paid by participating members from year to year. Significant requisition increases in any given year have generally been associated with increased construction values within that municipality, so building permit fee revenues returned to the municipality tend to offset requisition increases - to varying degrees.

Establishing Authority:

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, Ch. 323)
Building and Plumbing Inspection Extended Service Establishment Bylaw No. 619, 1989

Requisition Limit: No requisition limit

2020 Requisition / Budgeted Expenditures / Actual Expenditures:

\$1,115,132 / \$1,115,132 / TBD

Regulatory or Administrative Bylaws:

RDKB Building and Plumbing Amendment Bylaw No. 449, 1985, and amendments thereto

Service Area / Participants:

Throughout all electoral areas; and the following municipalities, on a contract basis:

- City of Trail
- City of Greenwood
- Village of Fruitvale
- Village of Montrose
- Village of Warfield
- Village of Midway

Human Resources:

The Manager of Building Inspection Services is responsible for operational management of the Building Inspection Service, along with the other services within his mandate. The department is currently staffed with eight employees. All employees report directly to the Manager of Building Inspection Services.

Staffing for the department is composed of:

- Two Building and Plumbing Officials – Grand Forks
- Three Building and Plumbing Officials - Trail

- 1 Clerk/Secretary/Receptionist – Grand Forks
- 1 Clerk/Secretary/Receptionist – Trail
- Manager of Building Inspection Services – Trail
- 2 (*Relief coverage/casual Clerk/Secretary/Receptionists*) – Trail and Grand Forks

The Building Inspection Department's staff contingent is split between two work sites. In the Trail office, there are currently two Level 1 Building and Plumbing Officials, 1 Level in training, and 1 Level 3 Building and Plumbing Official (Manager) and 1 full time Clerk/Secretary/Receptionist, with 1 Vacation Relief Clerk/Secretary/Receptionist that serve all of the Lower Columbia communities in Electoral areas A and B, except Rossland.

In the Grand Forks office there is 1 Level 3 Building and Plumbing Officials, 1 full-time Clerk/Secretary/Receptionist, 1 Vacation Relief Clerk/Secretary/Receptionist, and recruitment in progress (November 2019) to hire the second Building and Plumbing Official position, vacant due to retirement in September 2019, serving Electoral Areas 'C' - Christina Lake, 'D' – Rural Grand Forks and 'E' – West Boundary.

2019 Accomplishments:

Building Permit Applications

The primary goal of the Building Inspection Service is to provide the most effective and efficient building inspection service possible on a day-to-day, operational basis to the communities and clients that the department serves, given the resources available. Accordingly, one of the goals of the 2019 departmental work plan was to: *“Continue to provide prompt and effective building and plumbing inspection services to property-owners and contractors throughout the RDKB.”* Comments from our industry stakeholders regarding our customer service, promptness of inspections and issuance of building permits has been very positive, as our building department staff are very conscious about customer service and meeting the needs of homeowners, contractor and other industry shareholders in the building community. Inspections are conducted on the day they are requested, unless the day is full, then they are conducted on the following day. Building Permits are issued within 10 working days once all the information has been submitted by the homeowner or contractor.

The operations of the department are largely reactive in nature, responding to applications for building projects with professional plan reviews, a series of inspections for each project, and required documentation.

For 2019, the number of building permit applications processed by the department over the year was similar to the 2018 numbers. The total number of building permits issued by September 2019 increased slightly by 0.9% to 393, from a total of 373 in 2018. While the number of building permits is up for 2019, the value of construction decreased below 2018 by approximately \$6,000,000. The detailed statistics, with building permit numbers and values to September 2019, broken down by electoral area and municipality, are shown in the tables at the end of this report.

The final year end numbers are in, as follows:

Total Permits in 2019 = 393 verses 373 in 2018. (20 additional permits for 2019)

Revenue in construction value of permits 2019 = \$42,079,124 verses \$48,468,487 in 2018

COMPARISON BUILDING REPORT FOR 2018 AND 2019 (TO THE END OF SEPTEMBER 2019)

AREA	# PERMITS	# UNITS	TOTAL VALUE
FRUITVALE			
Year Ending 2019	34	3	\$2,450,976
Year Ending 2018	20	4	\$1,014,710
GREENWOOD			
Year Ending 2019	10	0	\$189,980
Year Ending 2018	9	0	\$65,250
MIDWAY			
Year Ending 2019	8	3	\$441,734
Year Ending 2018	5	1	\$197,000
MONTROSE			
Year Ending 2019	8	0	\$117,800
Year Ending 2018	16	1	\$548,737
TRAIL			
Year Ending 2019	127	6	\$7,114,139
Year Ending 2018	124	3	\$17,775,976
WARFIELD			
Year Ending 2019	13	1	\$385,000
Year Ending 2018	19	0	\$1,099,614
AREA 'A'			
Year Ending 2019	22	4	\$1,656,147
Year Ending 2018	14	0	\$386,500
AREA 'B'			
Year Ending 2019	31	8	\$2,791,931
Year Ending 2018	21	10	\$3,044,800
AREA 'C'			
Year Ending 2019	44	16	\$5,868,700
Year Ending 2018	50	10	\$3,044,800
AREA 'D'			
Year Ending 2019	39	11	\$5,868,700
Year Ending 2018	55	4	\$3,278,400
AREA 'E'			
Year Ending 2019	31	12	\$4,978,200
Year Ending 2018	23	5	\$1,759,200
AREA 'BIG WHITE'			
Year Ending 2019	26	11	\$13,086,200
Year Ending 2018	17	13	\$15,555,000
TOTAL YEAR ENDING 2019	393	75	\$42,079,124
TOTAL YEAR ENDING 2018	373	51	\$48,468,487

Property Management Software System

The Building Inspection Department is using an outdated, unsupported version of CityView software to manage its building permitting system and documentation. The software is being replaced with a new version to avoid an inevitable software failure that could have a significant impact upon the department's productive capacity. Staff will be trained on this new version in the coming months, once the final logistics have been worked out.

New Inspection Checklist Procedures

During 2019, the Building Inspection Department refined the building and plumbing inspection checklists that we have been using to ensure that each inspection on a project is conducted and documented uniformly and consistently with the requirements of the respective building bylaws.

One of the goals identified in the 2019 department work plan was to ensure that all building officials are consistently using these checklists while conducting inspections.

During the course of the year it was identified that the inspection checklist is being used more consistently by all inspectors and ongoing consistency is imperative to our operations in order to reduce our risk of liability. Moving forward, our goal for 2020 is still 100% compliance which is achievable once we move to an electronic inspection software program, such as City view mobile coming online in 2020, which includes a checklist that each building inspector must complete in full before they can file the inspection report.

The benefits of electronic inspection software in addition to being simple and easy to use, is the consistency that is automatically achieved when a user enters data into the inspection program; leaving no room for complacency. In addition to this, once the report is filed, a copy of the inspection is automatically sent to the Contractor, Owner or both, and Building Department along with any photographs of deficiencies that were taken during the inspection.

Building Bylaw Review

Another goal identified in the 2019 departmental work plan was to review and develop a new building bylaw. The Building Inspection Department has revised the current building bylaw that applies to the electoral areas (Bylaw 449, 1985) as the Municipal Insurance Association of BC has now produced an updated "Core Building Bylaw" for local governments to use as a model bylaw to minimize their liability exposures. It was expected that the new building bylaw would be ready for adoption by the Board in late February or early March of 2019; however, we chose to delay the adoption of this bylaw until the province introduced some additional legislation into the to the BC Building Code that may have affected our proposed building bylaw. The bylaw has been vetted by our solicitors and will be presented to the Board of Directors in early 2020.

Asbestos Exposure Control Safe Work Procedure Implementation

Another goal identified in the 2019 departmental work plan was to monitor the process for the recent implementation of the new Asbestos Exposure Control Safe Work Procedures program, developed to ensure that all workers were following these regulations on a day to day basis to ensure employee safety. A new safe work procedure was established through the RDKB's Occupational Health and Safety Committee in late 2016 which has impacted upon the operation of the service. Based on a September 2016 WorkSafe BC inspection

and a subsequent requirement imposed by WorkSafe BC, the RDKB has developed a new Asbestos Exposure Control Plan and some safe work procedures associated with that plan. One of the safe work procedures relates directly to the work of Building and Plumbing Officials. The new procedure applies to renovation and demolition work on pre-1990 buildings. It requires owners or contractors to retain a qualified person to perform a hazardous materials survey prior to conducting work where hazardous materials may be disturbed. The inspection report and any abatement requirements must be posted at the site. Any required abatement must be undertaken by qualified hazardous materials abatement workers. Written confirmation that any required abatement has been completed must be provided before any work on the building commences. While these are generally considered to be WorkSafe BC regulatory requirements, the RDKB Building Inspection Department has been enforcing these requirements through the new safe work procedure to protect RDKB inspection staff from potential exposure to hazardous materials in the course of their inspection work. There have been a number of impacts associated with the new safe work procedure. For those owners and contractors who previously had not been retaining qualified persons to perform hazardous materials surveys, this additional requirement has added to the cost of projects. Based upon staff's discussions with prospective applicants about the newly imposed requirements, the new requirements had an impact on property-owners decisions as to whether they will begin a new project. The new requirements have very likely resulted in an increase in the number of projects that proceed without a required building permit, to avoid the additional costs associated with having a hazardous materials survey completed and any subsequent abatement work. The ultimate benefit of the new procedure is greater assurance that RDKB inspection staff, construction workers, and other workers that may be exposed to hazardous materials downstream (eg: landfill site workers) are better protected from exposure to hazardous materials. Our review throughout the year has revealed that all of our employees are in compliance with the hazardous materials regulations.

Enforcement

“Continued enforcement of the various building bylaws administered by the department throughout the RDKB” was also a goal of the 2019 work plan and will continue to be a departmental goal from year-to-year. Staff reports to the Board recommending enforcement action against property-owners in contravention of the Building Bylaw were prepared and acted upon throughout the year relating to rural properties. Similar reports were prepared and sent to municipal staff for properties located within the participating municipalities for Council consideration. Our ultimate goal for 2019 and future years is 100% voluntary compliance.

Significant Issues and Trends:**Staffing**

The Building Inspection Services department faced a major staffing issue in 2017 that points to a longer term issue that will initially impact the department moving forward for the next couple of years, as the department lost a Level 3 Building and Plumbing Official due to retirement and the department was only able to recruit a Level 1 replacement. In addition to this, at the beginning of October 2019 our Senior Level 3 Building and Plumbing Official in the Grand Forks office moved to another City and his position is currently vacant. Recruitment is currently in progress. Two of our building officials from the Trail office are covering off the inspections in Grand Forks and the surrounding areas one to two days per week, until a replacement can be found to fill this position. It is important to note, that we have only one Level 3 Building and Plumbing Officials in addition to the Manager. Our goal is to recruit or develop internal staff to the Level 3 qualification.

With the new statutory regime that has been enacted by the provincial government relating to Building Inspection, there are mandatory qualification requirements applying to local government building inspection staff which takes effect on February 28, 2021. It will be necessary at that time for any work undertaken by a local government on complex buildings (commercial, industrial, multi-family residential, etc.) to be processed by a building inspector that has achieved Level 3 status.

The challenges faced by local governments across the province recruiting qualified building officials is significant and will increase over the next few years in light of the new regulatory requirements.

Building Activity

It appears, from the increased building activity over the past couple of years, economic projections, and local anecdotal information, that building activity in 2020 will continue to be strong at the beginning of the year and may slow down slightly towards the end of the year.

2020 PROJECTS

Legend – RDKB Board Strategic Priorities



Environmental Stewardship/Climate Preparedness



Exceptional Cost Effectiveness and Efficient Services



Responding to Demographic/Economic/Social Change



Improve and Enhance Communication

Project: Development and Implementation of the Step Code

Project Description:

Include a new section in the Building Bylaw to allow inclusion of various “Steps” of the step code, to be introduced into the electoral areas, based upon the “Revised Core Building Bylaw” which has been produced by the Municipal Insurance Association following the enactment of the *Building Act* and associated regulations.

Project Timelines and Milestones:

The proposed new Building Bylaw is currently underway, as a new version of the “Core Building Bylaw” was recently released by Municipal Insurance Association of BC in the fall of 2018 and Board Adoption is expected in in late December 2019, or by January 2020.

Project Risk Factors:

Timeline dependent upon review and updating the new core bylaw which may include one of the 4 steps of the step code to address specific requirements within the RDKB, prior to adoption by the board.

Internal Resource Requirements:

The project will be administered by the Building Inspection Department without resource requirements from other departments.

Estimated Cost and Identified Financial Sources:

Approximately \$5,000 for legal review.

Relationship to Board Priorities:

This project supports the following categories for the RDKB’s strategic plan:



Responding to Demographic/Economic/Social Change



Environmental Stewardship/Climate Preparedness

Project: Continuation of the Mentorship Program for RDKB Building Officials to achieve Level 3 Qualifications.

Project Description:

This program is for all RDKB Building Officials who currently do not meet all of the requirements for Provincial Qualification, as the new statutory requirements enacted by the provincial government related to building inspection come into force on February 28, 2021. After this date, Building Officials will only be able to conduct plan reviews and building inspections for the level of inspection they have qualified for, such as level 1 – “Houses and Duplexes”, level 2 – “Small Commercial Buildings, plus level 1 buildings” or level 3 – All buildings. The program consists of in-house Building Inspection Training Modules and inter-departmental work experience in the planning and mapping, environmental services, administration and Public Safety departments, supplemented by online Building Code courses from BCIT and examinations from ICC/BOABC and has a program duration just over one year.

Project Timelines and Milestones:

Ongoing from mid-February 2019 with completion in March of 2020.

Project Risk Factors:

There is a significant risk to the ability of the department to conduct plan reviews and building inspection after February 28, 2021 if these goals are not achieved.

Internal Resource Requirements:

The project will be administered by the Building Inspection Department and an interdepartmental training component of shared work experience resources will be the only requirement from other departments. No monetary resources will be required from other departments.

Estimated Cost and Identified Financial Sources:

The primary source of funding would be the annual tax requisition and it is anticipated that no additional revenue will be required over and above those resources previously allocated in 2019 budget, as much of this training will be in-house. This training allowance is taken from Budget tab #10 “Travel Expenses” and includes Technical Seminars, Technical Conferences, and Training and Examinations.

Relationship to Board Priorities:

This project supports the following categories for the RDKB’s strategic plan:



Exceptional Cost Effectiveness and Efficient Services

Project: **Asset Management Planning**

Project Description:

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones:

Throughout 2019/2020.

Project Risk Factors:

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan)

Internal Resource Requirements:

The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

Estimated Cost and Identified Financial Sources: N/A

Relationship to Board Priorities:

This project supports the following categories for the RDKB's strategic plan:



Exceptional Cost Effectiveness and Efficient Services



Thank you for the opportunity to submit this work plan for 2020



Regional Solid Waste Management

2020 Work Plan



REGIONAL SOLID WASTE MANAGEMENT

2019

Janine Dougall, General Manager, Environmental Services



Regional Solid Waste Management

2020 Work Plan

Service Name: Regional Solid Waste Management

Service Number: 010

Committee Having Jurisdiction: Board of Directors

General Manager/Manager Responsible: Janine Dougall, General Manager of Environmental Services

Description of Service:

Regionalized Solid Waste Management Services is one of the few fully integrated region-wide services in the RDKB providing solid waste management services to every person, business or organization in the RDKB daily, either directly or indirectly.

Solid waste disposal services are provided to all residents and businesses through landfills and transfers stations. The RDKB operates three regional landfills, three staffed transfer stations, 4 unstaffed transfer stations, as well as curbside organics and garbage collection in the Boundary.

Disposal facilities are regulated by the province and the RDKB must comply with operating certificates and permits that specify responsibilities including but not limited to environmental monitoring, types and quantities of materials buried and site security.

Waste diversion programs, which are an integral component in achieving “zero waste”, include curbside collection, depot operations and partnerships with Extended Producer Responsibility (Stewardship) programs such as RecycleBC and Product Care Recycling.

Establishing Authority:

Bylaw 1090, the service establishment bylaw that created the fully regionalized integrated solid waste management service area states that the purpose of the function is to, “*undertake and carry out, or cause to be carried out solid waste management in and for the local service area (the entire RDKB including all municipalities and electoral areas) and do all things necessary or convenient in connection therewith including, but not limited to, collection, removal, recycling, treatment and disposal of waste and noxious, offensive or unwholesome substances*”.

Bylaw 1090 was established in 2000 to regionalize solid waste management services partly in response to provincial legislation adopted in the early 1990's which delegated responsibility for solid waste management to regional districts.

Requisition Limit:

Bylaw 1090 limits the annual tax requisition to the greater of either \$1,000,000 or \$0.50 of net taxable value of land and improvements in the RDKB, which calculated out sets the current tax requisition ceiling at \$2,546,018.

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

Requisition - \$1,310,420 / Budgeted Expenditures - \$4,705,420 / Projected Actual Expenditures - \$4,217,504

The majority of revenue is generated from user fees. In 2019, user fee revenue is projected to be approximately \$2,300,000.

Regulatory or Administrative Bylaws:

RDKB Bylaw 1605 - A Bylaw to regulate and set fees for the use of Solid Waste Management Facilities in the Regional District of Kootenay Boundary.

Service Area / Participants:

Electoral Area 'A', Electoral Area 'B'/Lower Columbia/Old Glory, Electoral Area 'C'/ Christina Lake, Electoral Area 'D'/Rural Grand Forks, Electoral Area 'E'/West Boundary, Fruitvale, Montrose, Trail, Warfield, Rossland, Grand Forks, Greenwood and Midway.

Service Levels:

The RDKB operates six staffed disposal facilities as follows:

Facility	Location	Hours of Operation	Total Number of Hours Open Per Week
Beaverdell Transfer Station	40 Beaverdell Dump Rd.	Open: Wednesday, Sunday: 10am to 2pm. Closed: Monday, Tuesday, Thursday, Friday, Saturday and Statutory Holidays.	8
Rock Creek Transfer Station	1610 Rock Creek Dump Rd.	Open: Monday, Thursday, Saturday: 10am - 3pm, Sunday: 10am - 5pm. Closed: Tuesday, Wednesday, Friday and Statutory Holidays.	22
Christina Lake Transfer Station	834 Cascade Dump Rd.	<i>September-June:</i> Open: Saturday to Monday, Thursday: 10am to 3pm. Closed: Tuesday, Wednesday, Friday and Statutory Holidays.	20
		<i>July-August:</i> Open: Saturday to Tuesday, Thursday: 10am to 3pm. Closed: Wednesday, Friday and Statutory Holidays.	25
West Boundary Regional Landfill	2050 Motherlode Rd.	Open: Tuesday, Friday, Saturday: 9am to 4pm. Closed: Monday, Wednesday, Thursday, Sunday and Statutory Holidays.	21
Grand Forks Regional Landfill	8798 Granby Rd.	Open: Tuesday to Saturday: 8:30am to 4pm, Sunday: 12pm to 4pm. Closed: Monday and Statutory Holidays.	41.5
McKelvey Creek Regional Landfill	1900 Hwy 3B, Trail	Open: Monday to Friday: 7am-5pm Saturday, Sunday: 10am-5pm Closed: Statutory Holidays	64

Unattended RDKB transfer stations are located at:

- Big White
- Idabel Lake
- Christian Valley – garbage only
- Mount Baldy

In addition, green bin (organic food waste) and garbage collection is provided across all electoral areas and municipalities in the Boundary region with the exception of Greenwood. Small business curbside recycling collection service is provided in Rossland and Beaver Valley communities.

Residential packaging and printed paper recycling is provided by RecycleBC, which is a non-profit stewardship organization that was formed and is funded by brand holders in response to packaging and printed paper being added to the BC Recycling Regulation. RecycleBC provides recycling collection programs bi-weekly to about 95% of households in the RDKB. Recycling depots funded by RecycleBC and operated by the RDKB provide recycling services to those households not serviced by curbside and are also utilized by households serviced by curbside collection. The RDKB operate recycling bins at 6 staffed facilities plus provide 3 unattended recycling bins (see table below).

Packaging and Printed Paper Depot Facilities Operated by the RDKB:

Location	Residential Drop Off	Residential Funded by RecycleBC	ICI Drop Off
Rock Creek Transfer Station	Yes	Yes	Yes
Christina Lake Transfer Station	Yes	Yes	Yes
Beaverdell Transfer Station	Yes	No	Yes
Big White Transfer Station (Unattended)	Yes	No	Yes
Idabell Lake Transfer Station (Unattended)	Yes	No	Yes
Mount Baldy Transfer Station (Unattended)	Yes	No	Yes
West Boundary Landfill	Yes	Yes	Yes
Grand Forks Landfill	No*	No*	Yes
McKelvey Creek Landfill	Yes	Yes	Yes

Note: *The Grand Forks residential depot was transitioned to the Grand Forks Bottle Depot in October 2018.

Human Resources:

Staff: GM of Environmental Services (80% FTE), Operations Coordinator, Landfill Supervisor, Program Coordinator (95%), Engineering and Safety Coordinator (50% FTE), Clerk (50% FTE), Chief Operator, 2 Drivers, Landfill Operator, 11 Site Attendants.

Contractors: Collections in the Boundary, heavy equipment operations in Trail, various consulting firms retained (groundwater monitoring, volume measurements).

2019 Accomplishments:**Planning Projects***Organics Composting Infrastructure:*

Region-wide organics diversion is a RDKB strategic priority. Organics diversion is successfully implemented across the Boundary (excluding Greenwood) with the focus on materials generated from the residential sector. Remaining goals are establishment of residential organics diversion for the eastern communities and region-wide commercial organics diversion. As there are a number of options regarding location of infrastructure and technology selection, the development of an Organics Management Strategy for the RDKB is seen as a key step in the process.

In the development of the Organics Management Strategy a number of scenarios were investigated including upgrading of existing RDKB composting operations, siting and construction of new composting infrastructure as well as the potential partnership with the Regional District of Central Kootenay. Following a thorough review of available scenarios, the RDKB Board of Directors indicated that the upgrading of the organics processing facility in Grand Forks as well as partnering with the Regional District of Central Kootenay for organics generated in the McKelvey Creek Wasteshed was the preferred option in moving forward.

Given this, the RDKB submitted an application under the Organics Infrastructure Program to upgrade the existing Grand Forks facility to take additional organic waste materials generated in the Boundary portion of the RDKB.

With respect to the food waste generated in the McKelvey Creek Wasteshed, at the April 10, 2019 Regional District of Kootenay Boundary Board meeting, the following resolution was passed:

"196-19

That the Regional District of Kootenay Boundary Board of Directors approve, In Principle, the partnership with the Regional District of Central Kootenay in that the RDKB will supply and/or direct collected organic food waste from the McKelvey Creek Wasteshed to the Central Landfill facility once the organics processing infrastructure is constructed and operations and by no later than the end of 2022."

Although it was originally indicated that successful projects under the Organics Infrastructure Program would be announced in mid 2019, to date no formal announcements have been made.

Update of Landfill Closure/Post Closure Liability:

It is recommended that a qualified consultant be hired every three years to complete an analysis of the landfill lifespan and closure/post closure funding requirements for the McKelvey Creek, Grand Forks and West Boundary Landfills. A consultant for this work was secured and the work completed in early 2019 with results included in the 2019-2022 approved budget.

Landfill Design Operations Closure Plan Updates:

Planned for 2019 was the completion of updates to the Design, Operation, Closure Plans for the West Boundary, Grand Forks and McKelvey Creek Landfill. The RDKB did proceed with the updating of the DOC Plan for the West Boundary Landfill. The project is anticipated to be completed by the end of 2019.

Capital Projects***Weigh Scale Upgrades:***

Works were also completed at the Rock Creek Transfer Station in 2018 to allow for the installation of the weigh scales that were removed from the Grand Forks facility. In 2019, the scale was put into place, calibrated and operational.

***Excavator Purchase:***

A new excavator was purchased to replace an existing piece of equipment in the fall of 2019. Delivery of the new excavator is anticipated for early 2020.

McKelvey Creek Landfill – Additional Property Purchase:

In 2019 an opportunity presented itself to the RDKB to purchase a 130 acre (53 hectare) property within the City of Trail and located above the McKelvey Creek Landfill. Securing the property will create additional buffer between the landfill and other properties, and ensure that the existing trail network between Miral Heights and Sunningdale remains intact and available for local recreation. The RDKB used \$170,000 in reserve funds to pay for the property.

Grand Forks Landfill – Paving:

In 2019, paving work at the Grand Forks Landfill was completed to finish areas around the weigh scale that was previously installed in 2018. Following a procurement process, Selkirk Paving Ltd. was contracted and the work was completed in early November.

***2019 Projects Not Completed:***

There were a number of projects planned for 2019 that were not completed for various reasons. These projects included:

- Design, Operation, Closure Plan Updates for Grand Forks and McKelvey Creek Landfills – As the success of the grants for the development of organics composting infrastructure at the Grand Forks and McKelvey Creek sites will impact DOC Plan development, these projects are being held off until grant application results are known.
- Purchase of Service Truck – Once in the process of initiating the process for purchase of a new service truck, it was determined that the original budget of \$55,000 was insufficient. A more appropriate budget allocation of \$95,000 has been included in the draft budget for 2020 along with a trade-in value of \$20,000.

Significant Issues and Trends:*Vandalism and Theft:*

Incidences of vandalism and theft from Solid Waste facilities continued 2019 with multiple occurrences. The primary target of thieves was auto batteries from the heavy equipment in the Boundary. For each incident, the RCMP was contacted and where possible, camera footage was provided. Additional steps are being taken such as installation of additional lights and cameras as well as blocking roads that provide perimeter access to the sites.

At the McKelvey Creek Landfill site, beverage containers that were dropped off for collection by a non-profit group have been targeted by thieves. It is anticipated that the occurrence of theft of beverage containers will continue and potentially increase as the deposit value is increasing from \$0.05 to \$0.10 per container.

Increasing Regulatory Requirements:

The Province of BC continues to impose stricter operating requirements on disposal facilities. There is the potential for these new regulatory requirements to significantly change the design and development requirements for landfills operated by the RDKB. At minimum, these requirements will require greater utilization of third-party qualified professionals for design, testing, analysis and reporting and will increase costs in future years.

In 2019, the Ministry of Environment, Compliance and Enforcement Branch began conducting site visits at RDKB Solid Waste Management Facilities. The last time these types of inspections were conducted was in 2012. The results of the inspections have shown some deficiencies at RDKB facilities, primarily associated with annual reporting and has also highlighted that some of the language in the existing Operational Certificates are outdated and ideally will be changed in the future.

Marketability of Recyclable Materials:

There are new export restrictions on mixed recyclables. Most of the recyclable material collected in BC is the responsibility of RecycleBC however the materials collected from small business and the few unstaffed depots in the RDKB will have a very difficult time meeting the low contamination levels demanded. Efforts to minimize contamination rates or sort products after collection will increase the cost of these programs.

2020 Projects:

At this time, as announcements under the Organics Infrastructure Program have not yet occurred, the project list for 2020 does not currently include any further work on implementation of the RDKB Organics Management Strategy. Should the RDKB and RDCK be successful in the grant applications, this will substantially change the proposed work plans for 2020 and subsequent years.

Strategic Priority	Project name	Days to Complete	Internal/External	Budget (Est)	Risk/Priority
	Boundary Service Truck Replacement	10	Both	\$95,000.00	High
 	Fuel/Oil Storage Upgrades - Grand Forks Landfill	10	Both	\$25,000	High
	McKelvey Landfill Truck Replacement	5	Internal	\$45,000.00	High
	Environmental Services Truck Replacement	5	Internal	\$45,000.00	High
 	Boundary Processing Recycling Contract Renewal	10	Internal	N/A	High
 	McKelvey Creek Wasteshed Commercial Recycling Contract Renewal	15	Internal	N/A	High
  	Big White Recycling Infrastructure Upgrades	15	Both	\$30,000	High
	Mount Baldy - General Infrastructure Upgrades	10	Both	\$25,000	Medium
  	Asset Management Planning	Ongoing	Internal	N/A	High

Project: Boundary Service Truck Replacement*Project Description:*

The RDKB owns a 2008 service truck that that was scheduled for replacement in 2018. The purchase was deferred and is now planned as a 2020 project. The service truck is a critical piece of equipment used to maintain and repair RDKB equipment at all facilities in the Boundary and allows for solid waste management services to be provided in an efficient and cost effective manner.

Relationship to Board Priorities:

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: Fuel/Oil Storage Upgrades – Grand Forks Landfill*Project Description:*

The current fuel/oil storage infrastructure requires upgrading to meet current regulatory standards such as double wall liners and spill containment system. Due to the regulatory need, the project is considered as high priority.

Relationship to Board Priorities:

Having appropriate storage/spill containment for hazardous waste products is related to the strategic priority areas of “Environmental Stewardship/Climate Preparedness” as well as



“Exceptional Cost Effective and Efficient Services”.

Project: McKelvey Landfill Truck Replacement / Environmental Services Truck Replacement



Project Description:

The RDKB owns a 2004 mid-size truck with approximately 202,000 km that is used at the McKelvey Creek Landfill. Required repairs to the truck have increased in the last year, resulting for the need to replace the truck.

As the use of the truck at the McKelvey Creek Landfill is limited, the 2015 full-size truck that is currently being utilized by the Operations Supervisor (Boundary) will be transferred for use to McKelvey Creek. A new vehicle will then be purchased for the Operations Supervisor.

Currently the Environmental Services Department owns a 2016 full-size truck that is utilized by utilities and other services. The use of the truck is increasing to a point that a second truck is required to meet the needs of the department.

The currently existing full-size truck will be primarily used by the utilities component of the department while the newly purchased mid-size truck will be primarily solid waste. The second truck will also reduce the demands on the RDKB fleet vehicles as the General Manager of Environmental Services will now be able to access an ES truck when required.

Relationship to Board Priorities:



This project is directly related to the provision of "Exceptional Cost Effective and Efficient Services".

Project: Boundary Processing Recycling Contract Renewal

Project Description:

The Agreement for the Processing of Certain Materials (Recyclables) contract with Cascades Recovery is set to expire on June 30, 2020 and will require renewal. The RDKB provides the opportunity for businesses to drop off their cardboard, rigid plastic, tin cans and office paper for free at all our staffed Boundary facilities: Christina Lake Waste Transfer Station, Grand Forks Landfill, West Boundary (Greenwood) Regional Landfill, Rock Creek Waste Transfer Station, and Beaverdell Waste Transfer Station. The RDKB also provides drop off through bins at three other unstaffed locations: Mt. Baldy Waste Transfer Station, Big White Waste Transfer Station and Idabel Lake resort community. Materials from the Boundary (except for Big White) are transported by RDKB staff to Cascades Recovery in Kelowna for processing and marketing.

Relationship to Board Priorities:



Continuation of recycling products directly supports the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: McKelvey Creek Wasteshed Recycling Contract Renewal

Project Description:

The Recycling Services Provision Contract - McKelvey Creek Wasteshed is set to expire on April 30, 2020. This work presently includes the provision of a drop off bin at the McKelvey Creek Landfill, the weekly curbside collection services for approximately 50 businesses in Beaver Valley and 80 businesses Rossland and the processing/marketing of the materials (cardboard, rigid plastic, tin cans and office paper). As the commodities market have changed significantly over the five years of the term, a procurement process will be initiated in early 2020 to ensure service provision is not interrupted.

Relationship to Board Priorities:



Continuation of recycling products directly supports the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: Big White Transfer Station Recycling Infrastructure Upgrades

Project Description:

Current recycling opportunities for items such as large appliances, small appliances and lighting products are limited at Big White. Generators of these products are requested to return these items to depots in Kelowna. Unfortunately, many of these items are inappropriately left at the Big White Transfer Station. Due to this, RDKB staff have been working with Stewardship Organizations for products covered under the BC Recycling Regulation to improve recycling opportunities at the Big White Transfer Station. These discussions have progressed to a point that the addition of recycling infrastructure is planned for 2020. The proposed infrastructure currently includes the installation of modified sea containers for the collection and storage of products. As similar recycling infrastructure is located at other solid waste management facilities, this project has been included in the Regional Solid Waste Management Service rather than the Big White Solid Waste Management Service.

Relationship to Board Priorities:



Continuation of recycling products directly supports the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.



The project is anticipated to result in the need for additional education and engagement at Big White to ensure appropriate use of the infrastructure.

Project: Mount Baldy Transfer Station General Infrastructure Upgrades

Project Description:

The RDKB has unattended garbage and recycling bins located to serve Mount Baldy. Currently the bins are on gravel pads that are impacted when the bins are picked up and replaced. The result is bins that are constantly shifting and tilting. A project that has been identified for a number of years is the construction of a concrete pad to place the bins onto.

Relationship to Board Priorities:



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: Asset Management Planning

Project Description:

Participation in the corporate-wide asset management planning process.

Relationship to Board Priorities:

Due to the high costs of solid waste infrastructure such as landfill phase development, leachate collection and treatment, landfill closure and heavy equipment replacement, long term visioning of anticipated costs is critical in the provision of “Exceptional Cost Effective and Efficient Services”. Appropriate long term visioning will also take into consideration changes to demographics as well as environmental and regulatory changes.

Action Item List

REGIONAL SOLID WASTE MANAGEMENT SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Oct. 2016	<u>Solid Waste Management Plan:</u> That staff proceed with the Solid Waste Management Plan (SWMP) process with the new Provincial Guidelines in place. As part of the planning process, the Solid Waste Management Plan Steering Committee (SWMPSC) is requested to look at ongoing collection systems and a plan for the introduction or organics recovery in the east end, the problem of illegal dumping, and the possibility of developing prevention programs.	Environmental Services Staff	On-going work, eastern communities organic diversion planning activities underway. The matter is being considered by the SWMP Steering Committee. No change to status, longer term project, should refer action item to Solid Waste Management Plan Steering Committee.
May 2017	<u>Organics Collection:</u> Analyze existing collection programs and determine steps to add organics.		Work in progress.



Big White Solid Waste Management

2020 Work Plan



Big White Solid Waste Management

2019

Janine Dougall, General Manager, Environmental Services



Big White Solid Waste Management

2020 Work Plan

Service Name: Big White Solid Waste Management

Service Number: 064

Committee Having Jurisdiction: Board of Directors

General Manager/Manager Responsible: Janine Dougall, General Manager of Environmental Services

Description of Service:

Provides solid waste management services to Big White.

The Big White Refuse Disposal (BWRD) function provides garbage handling services to all properties in the specified area. The function is unique in that all commercial facility solid waste services are provided by the RDKB contractor which is why the function is separate from the Regionalized Solid Waste Management Function (RSWM). The BWRD function only manages Big White garbage; collecting and transporting recyclables is funded by the RSWM function.

BWRD pays the contractor collecting from commercial facilities and the Big White Transfer Station (BWTS). The garbage and recyclable materials from non-commercial sources, generally single-family dwellings or townhouse type facilities is self-hauled by residents to the BWTS.

The BWTS contains a compactor for garbage and a compactor for recycling. The compactors are operated by Big White residents and hauled to Kelowna by the RDKB hauling contractor. The BWTS is maintained under a separate service contract.

Establishing Authority:

Service is established by Bylaws 330 dated June 25, 1981 and Big White Refuse Disposal Service Conversion, Establishment and Amending Bylaw No. 1587, 2015.

Requisition Limit:

As outlined in Bylaw No. 1587, 2015, the maximum tax requisition is the greater of:

- a) Two Hundred and twenty thousand dollars (\$220,000); or
- b) An amount equal to the amount that could be raised by a property value tax of forty four point three cents (\$0.443) per one thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements (calculated maximum is \$321,111).

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

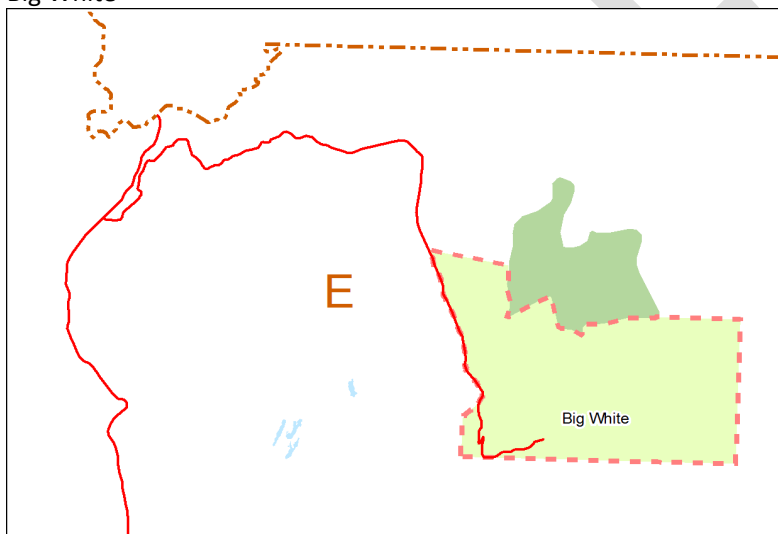
Requisition - \$262,588 / Budgeted Expenditures - \$281,004 / Actual Projected Expenditures - \$256,135

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

Big White

**Service Levels**

Weekly collection from commercial operators, transfer station open 24/7.

Human Resources:

GM of Environmental Services (3.5% FTE), Solid Waste Program Coordinator (3%), contracted collection and transfer station maintenance.

2019 Accomplishments:

RDKB staff completed a review of the current solid waste collection services provided to businesses/buildings in Big White. This review was required due to questions being fielded from community members regarding a perceived discrepancy in service levels (i.e. why do some buildings have garbage/recycling rooms in the buildings while others do not). Fundamentally, the provision of service to buildings is tied to the requirements outlined in the Big White Official Community Plan, Bylaw 1125 which specifies that for multi-family buildings with ten or more units and commercial buildings garbage/recycling infrastructure (waste room) is required. For those buildings that do not trigger the waste room requirements, the expectation has been for the residents to self-haul their garbage and recycling to the transfer station facility.

RDKB staff have also been engaging with Stewards representing provincially regulated extended producer responsibility programs to see if improved access to recycling can be achieved for items such as beverage containers, large appliances, small appliances and household hazardous waste. The intent behind the conversations has been to obtain a commitment from the Stewards to pick up collected products and determine what infrastructure upgrades would be required at the Big White Transfer Station. To date positive conversations have been had with representatives of the large appliance, small appliance, lighting and household hazardous waste programs.

Encorp has initiated an Express and Go pilot program in Tofino which entails the placement of a customized container (along with power) in which can be stored bags of collected beverage containers. At a separate attended location a kiosk exists to which people interested in collecting beverage containers sign up for an account and then are printed labels that can be attached to the bags. A local Bottle Depot then removes the collected bags from the container, processes the bottles and distributes the deposit refund to the account holder through electronic means. This type of collection program is seen as a model with significant potential for implementation at Big White. Further conversations with representatives of Encorp and the Brewers Distributors will continue into 2020.

2019 Projects Not Completed:

Planned project work for addressing on-site drainage issues were not completed in 2019, due to the ongoing assessment for potential infrastructure upgrades to the facility. This project is now planned for completion in 2020.

Significant Issues and Trends:*Recycling Contamination Rates:*

The BWTS is currently an unattended transfer station which is open 24/7. This operational model creates challenges with inappropriately dumped materials as well as maintaining a clean and tidy facility that meets the expectations of local area residents. To properly screen waste and recyclables the transfer station would need to be controlled which means restricting open hours and having an attendant on duty when the site is open.

An audit of the composition of the recycling stream collected in the unattended bin at the Big White Transfer Station as well as from buildings/commercial business with waste rooms was completed in February 2019. The audit material was gathered between January 31st, 2019 and February 25th, 2019.

The audit occurred on February 28th, 2019. The total weight of audited material was 23,082 kgs. The composition of the material in the recycling stream is indicating significant amounts of non-recyclable materials (garbage) are being placed in the bin. Although signs are located at the facility to try and educate residents on what is to go into the bins, the fact that the site is unattended is not helping matters.

The results from the 2019 recycling stream audit are as follows:







Material Type	Percentage Based on Weight
Cardboard (OCC)	40
Garbage	21
Mixed Paper	20
PCF Plastics	11
Glass	4
Tin	3
Plastic Film	1

For the years from 2013-2018 the garbage percentage was between 15-17%. The increase to 21% is seen as a significant issue. There is concern that should contamination rates remain at levels greater than 20%, the service is at risk of the recycling processing contractor refusing loads which would then be ultimately directed to landfill, or the cost of processing the recycling product will increase substantially.

Bear Aware:

Another emerging challenge is the increased use of the mountain during the summer months, which is changing the needs for solid waste collection in the community. In 2018, a “pilot” program was initiated by Big White to provide cart collection for garbage and recyclables during a major mountain biking event. Future conversations will need to be had regarding bear proofing the community and having more Bear Aware public education programs.

2020 Proposed Projects:

Strategic Priority	Project name	Days to Complete	Internal/External	Budget (Est)	Risk/priority
	Drainage Upgrades	10	Both	\$24,000	Medium
	Big White Transfer Station Maintenance Contract Renewal	10	Internal	N/A	High
   	Community Issues Analysis	15	Internal	N/A	High

Project: Drainage Upgrades*Project Description:*

There are existing areas at the Big White Transfer Station facility where water pools primarily during the spring snow-melt period. The project will entail regrading and installing where required appropriate drainage infrastructure.

Relationship to Strategic Priorities:

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: Big White Transfer Station Maintenance Contract Renewal*Project Description:*

The contract for conducting maintenance activities at the unattended Big White Transfer Station facility expires at the end of June 2020. Work associated with the current contract includes:

- Attending the site on a regular basis to conduct clean-up activities;
- Liaising with building managers, Big White Staff and collection contractor;
- Transporting stewardship and bulky items to Kelowna for appropriate recycling or disposal.

As such a project identified is the conducting of a procurement process for renewal of this contract.

Relationship to Strategic Priorities:

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: Community Issues Analysis*Project Description:*

It is planned that RDKB Environmental Services staff will be active participants in a community issues analysis for Big White. It is anticipated that solid waste services will be a topic of interest for the community.

Relationship to Strategic Priorities:

Participation in this project will allow for a greater understanding of community concerns and needs which will contribute to the potential future development of solid waste infrastructure to support the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services” as well as “Responding to Demographic/Economic/Social Change”.



Given that direct communication will take place with community stakeholders, the strategic priority area of “Improve and Enhance Communication” is also related to this project.

Action Item List

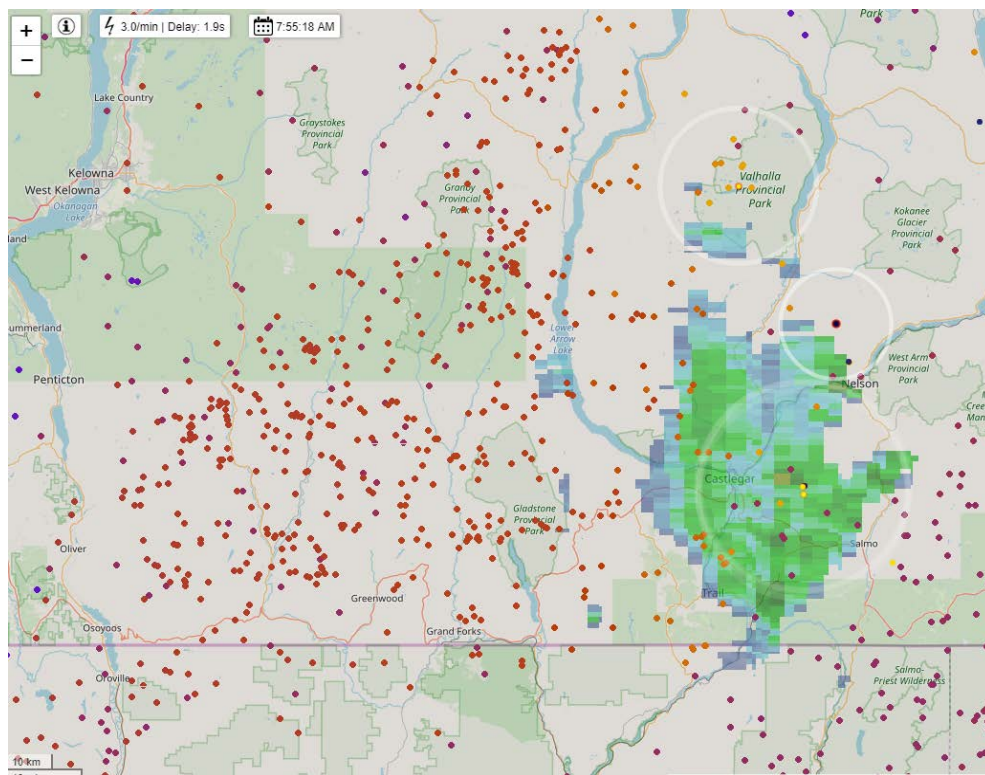
BIG WHITE SOLID WASTE SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Feb. 2016	<u>Solid Waste Removal Policy:</u> That the Committee of the Whole (Environmental Services) direct Staff to carry out community consultation and create a Draft Big White Solid Waste Removal Policy. FURTHER, that the draft policy be presented to the COW at a future meeting for consideration, approval, and incorporation into the tender documents for the Big White Solid Waste Service.	Environmental Services Staff	Big White waste management service has since been tendered and contracted for a 5-year term. The overall policy regarding service levels is under development.



Regional District of
Kootenay Boundary

Emergency Preparedness Service

2020 Work Plan



LIGHTNING STRIKES OVER THE RDKB 2

EMERGENCY PREPAREDNESS SERVICE

Mark Stephens, Interim Manager of Emergency Programs

Service Number 012

As of November 21, 2019



Emergency Preparedness Service

2020 Work Plan

Service Name: Emergency Preparedness

Service Number: 012

Committee Having Jurisdiction: Board of Directors – Protective Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager Operations / DCAO Reporting to Mark Andison, CAO

Dan Derby, Kootenay Boundary Regional Fire Rescue, Regional Fire Chief reporting to James Chandler, General Manager Operations / DCAO

Mark Stephens, Interim Manager of Emergency Programs reporting to Dan Derby, Regional Fire Chief

Description of Service:

The Emergency Preparedness Service has been established to provide an integrated and effective approach to emergency preparedness, response, recovery, and mitigation within all municipalities and electoral areas of the Regional District of Kootenay Boundary (RDKB). An Emergency Management Program Agreement has been implemented to facilitate the cooperation between the Regional District and participating municipalities. The Agreement outlines the process by which resources are shared and how joint or Regional Emergency Operation Centers are established. Under the agreement, everyone adheres to one Regional Emergency Plan (the Plan).

The Plan provides the policies and procedures as the framework to guide Regional District activities before, during and after an emergency event. Based on the BC Emergency Management System, the plan is intended to meet the requirements of all applicable Provincial legislation and regulations. The RDKB works cooperatively with other internal and external Emergency Plan Holders, Agency Partners and Emergency Responders to ensure a state of readiness should an emergency or disaster occur. In addition to reviewing the Plan along with its policies and procedures on an on-going basis, Emergency

Program staff participate in annual exercises and training to further advance the ability of the RDKB and partner municipalities to effectively coordinate the response to any emergency or disaster that occurs within the Region. Additionally, individuals and families within the Regional District must also take the necessary steps to prepare for emergencies and disasters.

A strong, well-resourced and well-supported Emergency Preparedness Service will ensure that the RDKB's response to, resiliency during, and recovery from emergency events within the District will be greatly enhanced.

Establishing Authority:

Section 332, Local Government Act, RSBC 2015 (formerly Section 796, LGA, RSBC 1996, ch. 323)

Bylaw No. 1256 Electoral Areas 'A', 'B', 'C', 'D' & 'E' for the purpose of establishing an Emergency Response and Recovery Plan(s) for the RDKB, adopted January 27, 2005.

Bylaw No. 1286 amending Bylaw No. 1256 to include all municipalities within the RDKB, adopted November 24, 2005.

Bylaw No. 1613 RDKB Emergency Planning Service Establishment Amendment Bylaw approving the City of Rossland's re-entry to the service as a participant.

Requisition Limit: Not Applicable

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$259,111/ \$564,158 / \$ 3,161,905

Regulatory or Administrative Bylaws:

Bylaw No. 1312 A bylaw to regulate the RDKB Emergency Management Organization as a service of the RDKB, adopted May 4, 2006.

Service Area / Participants: All Electoral Areas and Municipalities within the Regional District.



Service Levels

Emergency planning, response, mitigation, and recovery services.

Human Resources:

2020 Staffing				
EM Staff	Operational FTE	Operational Day	Project FTE	Project Days
Interim manager of Emergency Programs	76%	171	24%	54
Fire & Emergency Services Administrative Assistant	50%	112.5	0%	0
Regional Fire Chief / Fire Dispatch Manager	25%	56.25	0%	0

The staffing table above shows the configuration of staffing for 2020. Chris Marsh, Deputy Flood Recovery Manager will remain working on the Boundary Flood Recovery file full time until at least October 2020. Funding has been confirmed for the backfilling of his position until Late October 2020. The Interim Manager of Emergency Programs will continue to be the sole staff member in the emergency program until such time. Events over the last number of years have demonstrated a need to develop both the Policy Stream and an Operational Stream of Emergency Management. The Policy Stream is needed for program development and documentation, whereas the Operational Stream relates to the Response and Recovery functions of emergency events.

2019 Events:

In 2019, the RDKB was fortunate to have less active freshet and wildfire seasons. Although the EOC was not officially activated during the 2019 Freshet, a level one response was necessary while monitoring precipitation events during times of high water. Similarly, during the wildfire season, a number of smaller, less than one-hectare fires started within the RDKB. These fires were monitored and updates were provided to Area Directors, staff and the general public. Additionally, the Eagle Bluff Fire that burned outside of Oliver BC required monitoring as it burned within 7 km of the RDKB Area 'E' boundary and within 10 km of Mt Baldy Ski Resort. Below is a list of events within the RDKB in 2019.

- Salmo River Fuel Spill, March 2019, 2 Days, Level 1 Activation
- Severe Weather, April 2019, 2 days, Level 1 Activation
- Freshet, April-May 2019, 10 days, Level 1 Activation
- Wildfire, July 2019, 10 days, Level 1 Activation
- Teck Acid Spill, July 2019, 2 Days, Level 1 Activation

A ratio of response to recovery work that is widely used in the Emergency Management field is 1:50. This means that for every one day the EOC is active, there will be 50 days of recovery work. A response is defined as an event that requires the activation of the EOC with an EMBC task number.

In 2019 the following projects were completed.

- Flood Response plan - Complete
- New Dedicated RDKB Emergency Website – Complete
- Evacuation Alerting System – Complete
- EOC Technology Upgrades, grant – Complete
- Implementation of Cloud Base storage for Emergency Management files – Complete
- Boundary ESS/ Canadian Red Cross Mobile Office and Storage, grant – 40% Complete
- Evacuation Route Planning, grant – 50% complete
- CRI FireSmart Project, grant – 30% complete
- Emergency Communication Plan – 90% complete

Significant Issues and Trends:

In general, disasters of increasing frequency and magnitude are affecting BC communities. Two significant flooding seasons concurrent with the two worst wildfire seasons on record, followed by a moderate freshet and fire season epitomize the instability and unpredictability of our environment due to climate change. This pattern highlights the need for significant application of resources to Emergency Management functions within local government.

Recently released reports such as the *Climate Action Initiative* are pointing to rising temperatures in all seasons as well as decreased precipitation in the summer and increased precipitation in the fall-

winter and spring. The report also notes that we will experience more severe weather events with day-to-day heavy rain expected to increase by 25% and rain events will be 30% more likely to be heavy rain. By all accounts, the RDKB will face an increase in both the number of events and the intensity of events. These events pose a challenge to staff as severe weather often manifests with little to no warning. Current alerting systems in place at Environment Canada and the Province of British Columbia are not set up to provide notice of these rapidly developing weather events. The current systems often need 24 hours or more of weather data and modeling to provide useful notice.

An ongoing focus on relationship building and interagency cooperation are crucial for the effective delivery of the Emergency Management program throughout the RKDB and for a successful EOC activation. Priority needs to be given in future years to service delivery over projects if the current staffing model is not adjusted. Although grants are an innovative way to fund projects and consultants can take the main bulk of the workload, there is always a staff time component and this needs to be taken into consideration. On average a small grant, less than \$30,000, takes roughly 10 days of staff time to see through from application to final report, as the reporting requirements are increasing. Larger grants can see staff time needs as high as 40 days. The time needed to manage these grants and projects can take valuable time away from running the Service and can affect interagency relationships, for example leaving volunteer groups feeling unsupported.

In recent months, there has been a large turnover of staff at a number of our municipal partners, along with new staff at both our municipal partners and the RDKB. The Emergency Management program looks to develop a training and exercise program to help ensure that there are trained EOC team members able to respond to activations when they are needed.

The Work Plan projects as detailed below represents roughly 438 days of staff time to complete. Given the five-year average event workload and Emergency Program administrative workload of 171 days, the total time available in 2020 for Work Plan projects is **54 days**.

Discussion will need to take place in 2020 on how the Emergency Management program will be staffed as it pertains to program development, grant opportunities, response and recovery activities, and the impact this will have on the list of projects.

The list of projects below is roughly ordered based on what the Emergency Management staff see as Board priorities, funding availability and best use of staff time.

2020 Projects

Strategic Priority	Project name	Days to complete	Internal/External	Budget (Est)	Risk/priority
   	Grant Applications: 2020 CRI FireSmart, CEPF ESS, CEPS EOC Training, CEPF Evacuation Route Planning,	45	Both	\$1,000	High
  	Development of an RDKB-specific FireSmart for homeowners plan, project management	20	External	\$5,000	Medium
   	Pet & Livestock Plan	20	Internal	\$1,000	Medium
 	Public Education and Community Outreach	20	Both	\$4,000	High
 	Analysis of emergency evacuation routes and alternatives	20	Both	\$1,000	Medium
   	Update Regional HRVA	30	Both	\$30,000	High
   	Update Regional Emergency Plan	40	Both	\$30,000	Medium
   	RDKB EOC Activation Business continuity planning	50	Both		Medium
	Asset Management Planning	2	Internal	N/A	Low
 	RDKB First Responder Radio Communications System Evaluation	30	External	\$25,000.00	Low
  	Flood Fighting Trailer Grant Request	15	Internal	N/A	Medium
 	Update flood plain mapping for entire RDKB & CEPF Flood Risk Assessment Grant	3	Both	N/A	High
	Records management of EM files	10	Internal	N/A	Medium
 	Analysis and recommendation of best practices re: emergency evacuations	15	Both		Medium
  	Development of an RDKB – wide community wildfire risk and prevention plan	15	External		Medium
 	Analysis of the rapid damage assessment process used in 2018, identify best practices	3	Internal		Medium
  	Scoping for a stand-alone EOC for Grand Forks	10	Both		Low
 	Pre-positioning emergency management supplies across the Boundary region	20	Internal		Low
 	Development of a common IT operating platform for EOC operations	20	Internal		Low
   	EOC Staff Training/ Orientation / Exercise	20	Internal		High
  	Regional weather station network	40	Both		Low
  	Remote river monitoring system	40	Both		Medium

**STAFF REPORT**

Date: 19 Nov 2019 **File**
To: Chair Langman and Board of Directors
From: Brian Champlin, Manager of Building Inspection Services
Re: Building Bylaw Contravention

Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

241 Hillcrest Drive, Trail, B.C.

Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 012-066-672

Lot 1 District Lot 8087 Kootenay District Plan 12384

Owners: Leonard and Irene Harding

History/Background Factors

The Building Official confirmed that there have been no changes concerning the above referenced property. The owners, Leonard and Irene Harding, have constructed an addition to a single family dwelling without completion of a final inspection.

Implications

Should the Regional District not file a Notice on Title against the above mentioned property pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*, future purchasers of the property would not be aware that the building(s) are in contravention of the B.C. Building Code and/or Building Bylaw.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

- Staff Report dated September 11, 2019 submitted to the Board regarding the building bylaw contravention;
- Letter dated October 24, 2019 inviting the Owners to the November 28, 2019 Board Meeting.

Alternatives

Once all deficiencies are rectified, the Owner may request that that Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 8087, Kootenay District, Plan 12384.



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: 11 Sep 2019 **File**
To: **Chair Russell and Board of Directors**
From: Brian Champlin, Manager of Building Inspection Services
Re: Building Bylaw Contravention

Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

241 Hillcrest Drive, Trail, B.C.

Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 012-066-672

Lot 1 District Lot 8087 Kootenay District Plan 12384

Owners: Leonard and Irene Harding

History/Background Factors

The owners, Leonard and Irene Harding, have constructed an addition to a single family dwelling without completion of a final inspection.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 (1985) states:

Permits

10.2 Every permit is issued upon the condition that:

b) the work is not to be discontinued or suspended for a period of more than one year;

Duties of the Owner

12.1 Every owner shall:

h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:

v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole of portion of the building.

Implications

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

- History / Background Factors;
- Registered letter dated July 17, 2019;
- Registered letter dated April 30, 2019;
- Registered letter dated March 7, 2019;
- Building Permit 06-1003B.

Alternatives

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Leonard and Irene Harding, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 8087, Kootenay District, Plan 12384.

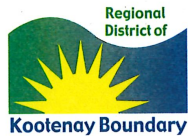
**STAFF REPORT ATTACHMENT**

Date:	September 11, 2019	File:	
To:	Chair Russell and Board of Directors		
From:	Brian Champlin, Manager of Building Inspection Services		
RE:	<u>BUILDING BYLAW CONTRAVENTION</u> 241 HILLCREST DRIVE, TRAIL, BC. ELECTORAL AREA 'B' / LOWER COLUMBIA-OLD GLORY PARCEL IDENTIFIER: 012-066-672 LOT 1 DISTRICT LOT 8087 KOOTENAY DISTRICT PLAN 12384 OWNERS: LEONARD AND IRENE HARDING		

History/Background Factors

The owners, Leonard and Irene Harding, have constructed an addition to a single family dwelling without completion of a final inspection.

Nov. 10, 2006	Application and documentation received for an addition to a single family dwelling;
Dec. 18, 2006	Building permit 06-1003B issued to construct an addition to a single family dwelling;
April 26, 2006	Footing inspection passed;
May 9, 2007	Prior to backfill inspection passed;
June 11, 2007	Underslab plumbing inspection passed;
Aug. 30, 2007	Above grade plumbing and framing inspection required re-inspection;
Sept. 12, 2007	Above grade plumbing and framing re-inspection passed;
Sept. 25, 2007	Insulation and vapour barrier inspection passed;
Feb. 13, 2019	Voicemail to owners to book an inspection as required;
March 7, 2019	First registered letter mailed to owners requesting a response by April 8, 2019;
March 12, 2019	Canada Post confirmation that the letter was delivered;
April 30, 2019	Second registered letter mailed to owners requesting a response by May 30, 2019;
May 6, 2019	Canada Post confirmation that the letter was delivered;
July 17, 2019	Third registered letter mailed to owners requesting a response by August 19, 2019;
Aug. 14, 2019	Canada Post confirmation that the letter was unclaimed;
Sept. 11, 2019	To date, we have had no response from the owners.



July 17, 2019

REGISTERED MAIL

Leonard and Irene Harding
241 Hillcrest Drive
Trail, B.C. V1R 4V6

**Re: Addition SFD
241 Hillcrest Drive, Trail, B.C. (Area 'B')
Building Permit No.: 06-1003B**

Further to our registered letters dated March 7, 2019 and April 30, 2019, we have received no response regarding the above permit expiring without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS

- 10.2 Every permit is issued upon the condition that:
- (b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER

- 12.1 Every owner shall:
- (h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work;
 - (v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or portion of the building.

Please find enclosed original building permit and last inspection report for reference. If we do not conduct a final inspection by **August 19, 2019**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions concerning the above information, please contact the undersigned at 250-368-0222.

Yours truly,

A handwritten signature in black ink, appearing to read "BZ", is written over a horizontal line.

Brian Zanussi
Building and Plumbing Official

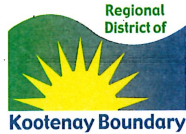
cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb

202 - 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com





April 30, 2019

REGISTERED MAIL

Leonard and Irene Harding
241 Hillcrest Drive
Trail, B.C. V1R 4V6

Re: Addition SFD
241 Hillcrest Drive, Trail, B.C. (Area 'B')
Building Permit No.: 06-1003B

Further to our registered letter dated March 7, 2019, we have received no response regarding the above permit expiring without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS

- 10.2 Every permit is issued upon the condition that:
- (b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER

- 12.1 Every owner shall:
- (h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
 - (v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole of portion of the building.

Please find enclosed original building permit and last inspection report for reference. If the work has been completed, please call to book a final inspection by **May 30, 2019**. Failure to comply may result in legal action.

If you have any questions concerning the above information, please contact the undersigned at 250-368-0222.

Yours truly,

A handwritten signature in black ink, appearing to read "Brian Zanussi", with a horizontal line extending to the right.

Brian Zanussi
Building and Plumbing Official

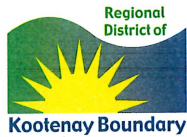
cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb

202 - 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com





March 7, 2019

REGISTERED MAIL

Leonard and Irene Harding
241 Hillcrest Drive
Trail, B.C. V1R 4V6

**Re: Addition SFD
241 Hillcrest Drive, Trail, B.C. (Area 'B')
Building Permit No.: 06-1003B**

We are in the process of reviewing building permit files and the above permit has expired without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS

10.2 Every permit is issued upon the condition that:

- (b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER

12.1 Every owner shall:

- (h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work;
- (v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole of portion of the building.

Please find enclosed original building permit and last inspection report for reference. If the work has been completed, please call to book a final inspection by **April 8, 2019**. Failure to comply may result in legal action.

If you have any questions concerning the above information, please contact the undersigned at 250-368-0222.

Yours truly,

A handwritten signature in black ink, appearing to read "BZ", is written over a circular stamp or seal.

Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb

202 - 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com



No. 06-1003B

INSPECTION CALLS: (250) 368-0222

Regional District of Kootenay BoundaryDATE PERMIT
GRANTED: Dec 18, 06BUILDING INSPECTION DEPARTMENT
202-843 Rossland Ave., Trail, B.C. V1R 4S8PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE,
OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

PURSUANT TO THE APPLICABLE REGULATIONS LEN HARDING		ADDRESS: 241 HILLCREST DRIVE OASIS		TELEPHONE:	
BEND THE OWNER OR ACTING WITH CONSENT OF THE OWNER IS HEREBY GRANTED					
A PERMIT TO: ADDITION TO SINGLE FAMILY DWELLING					
AT: 241 HILLCREST DR		FOLIO: 711		09193.005	
LOT: 1	BLOCK:	RANGE:	D.L. 8087	PLAN: 12384	LD:
OWNER: LEN HARDING		ADDRESS: 241 HILLCREST DRIVE		TELEPHONE:	
CONTRACTOR: G. MCCULLOUGH		ADDRESS:		TELEPHONE:	
<p>PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:</p> <p>ALL WORK TO CONFORM TO THE 1998 B.C. BUILDING CODE AND RELEVANT ELECTORAL AREA 'B' BYLAWS;</p> <p>MINIMUM SETBACKS: FRONT 7.5M, INTERIOR SIDE 4.5M, EXTERIOR SIDE 4.5M, REAR 5M;</p> <p>PROPERTY PINS TO BE IDENTIFIABLE; SEE NOTES ON PLANS;</p> <p>MECHANICAL VENTILATION CHECKLIST 'C' TO BE SUBMITTED PRIOR TO THE FRAMING INSPECTION;</p> <p>STAMPED ENGINEERED TRUSS DESIGNS AND LAYOUT FOR 78 PSF GROUND SNOW LOAD TO BE SUBMITTED PRIOR TO FRAMING INSPECTION; CALL FOR ALL INSPECTIONS LISTED BELOW;</p> <p>SECTION 290 LETTER (FROM THE LOCAL GOVERNMENT ACT) FORMS PART OF THIS PERMIT;</p> <p>ALL FIELD REPORTS BY REGISTERED PROFESSIONALS MUST BE SUBMITTED TO BUILDING OFFICIAL ON DATE OF INSPECTION; SCHEDULE 'C-B' TO BE SUBMITTED FROM ALL REGISTERED PROFESSIONALS ENGAGED IN CONSTRUCTION PRIOR TO OCCUPANCY; SUBMIT COMPLETED 'CERTIFICATE OF PLUMBING INSTALLATION' FORM (COPY ATTACHED) FROM A LICENSED PLUMBER OR A NOTORIZED STATUTORY DECLARATION FORM (IF THE OWNER TO INSTALL THE PLUMBING) COPY ATTACHED.</p>					

FEES		
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	\$ 110000	
BUILDING PERMIT FEE		\$ 880
PLUMBING FIXTURES	10	\$ 100
DEMOLITION		
OTHER	SECTION 290 (LGA)	-\$ 88
SUB-TOTAL		\$ 892
TITLE SEARCH		\$ 68
TOTAL		\$ 960
LESS DEPOSIT		
BALANCE OWING		\$ 960

WAIVER OF INDEMNITY

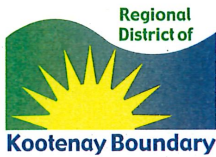
In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and those acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the Regional District of Kootenay Boundary Bylaws or of the British Columbia Building Code; (b) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may be made by any other person; and (c) acknowledges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in respect of these matters.


Owner's Signature


MICKEY REPIN
Chief Building/Plumbing Official

DATE PAID Dec 21/06

1. Prior to placing concrete in the footings 2. After installation of drain tiles/damproofing/before backfilling 3. When framing completed 4. Insulation and vapour barrier completed 5. Before any part of plumbing system covered 6. Final Inspection - An occupancy permit is required prior to occupancy of building.



October 24, 2019

Leonard and Irene Harding
241 Hillcrest Drive
Trail, B.C. V1R 4V6

**Re: Completed Addition without Final Inspection
241 Hillcrest Drive, Trail, B.C. Electoral Area 'B' / Lower Columbia-Old Glory
Contravention of Building Bylaw No. 449
Lot 1 District Lot 8087 Kootenay District Plan 12384**

On September 19, 2019 the Board of Directors reviewed the attached report regarding the above referenced property. As a consequence, the Board will, at its next regular meeting, be considering a resolution to direct the Chief Administrative Officer to file a formal Notice in the Land Title Office regarding this contravention. Pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*, you are to be afforded the opportunity to be heard by the Board of Directors before such a Notice is filled. The Board has therefore, adopted the following resolution.

"That Leonard and Irene Harding be invited to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 8087, Kootenay District, Plan 12384".

This hearing before the Board of Directors is scheduled for Thursday, November 28, 2019 at approximately 6:00 p.m. This meeting will be held at the Regional District of Kootenay Boundary office, 202-843 Rossland Avenue, Trail, B.C. Please advise Sara Bradley at the address noted below in advance, whether you or a representative will be present at this hearing. If you will be attending this hearing, we would request a written submission from you relating to this matter by November 21, 2019. This will provide sufficient time for your report to be distributed to the Board of Directors.

Please be advised that, in order to avoid registration of this Notice, the Board of Directors requires a written confirmation from the Building Inspection staff that the property is now in compliance. You are encouraged to acquire that confirmation before the hearing date.

Enclosed for your information is a copy of Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*. The effect of this Notice is to remove liability from the Regional District of Kootenay Boundary and warn future purchasers of the property that the building(s) or construction on the property may have been in violation of the B.C. Building Code and/or Regulatory Bylaws of the Authority having Jurisdiction.

Yours truly,

Theresa Lenardon
Manager of Corporate Administration

Attachment

TL/sb

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com





STAFF REPORT

Date: 11 Sep 2019 **File**
To: **Chair Russell and Board of Directors**
From: Brian Champlin, Manager of Building Inspection Services
Re: Building Bylaw Contravention

Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

241 Hillcrest Drive, Trail, B.C.

Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 012-066-672

Lot 1 District Lot 8087 Kootenay District Plan 12384

Owners: Leonard and Irene Harding

History/Background Factors

The owners, Leonard and Irene Harding, have constructed an addition to a single family dwelling without completion of a final inspection.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 (1985) states:

Permits

10.2 Every permit is issued upon the condition that:

b) the work is not to be discontinued or suspended for a period of more than one year;

Duties of the Owner

12.1 Every owner shall:

h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:

v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole of portion of the building.

Implications

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

- History / Background Factors;
- Registered letter dated July 17, 2019;
- Registered letter dated April 30, 2019;
- Registered letter dated March 7, 2019;
- Building Permit 06-1003B.

Alternatives

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Leonard and Irene Harding, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 8087, Kootenay District, Plan 12384.

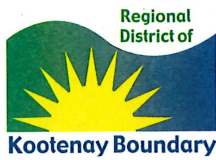
**STAFF REPORT ATTACHMENT**

Date:	September 11, 2019	File:	
To:	Chair Russell and Board of Directors		
From:	Brian Champlin, Manager of Building Inspection Services		
RE:	<u>BUILDING BYLAW CONTRAVENTION</u> 241 HILLCREST DRIVE, TRAIL, BC. ELECTORAL AREA 'B' / LOWER COLUMBIA-OLD GLORY PARCEL IDENTIFIER: 012-066-672 LOT 1 DISTRICT LOT 8087 KOOTENAY DISTRICT PLAN 12384 OWNERS: LEONARD AND IRENE HARDING		

History/Background Factors

The owners, Leonard and Irene Harding, have constructed an addition to a single family dwelling without completion of a final inspection.

Nov. 10, 2006	Application and documentation received for an addition to a single family dwelling;
Dec. 18, 2006	Building permit 06-1003B issued to construct an addition to a single family dwelling;
April 26, 2006	Footing inspection passed;
May 9, 2007	Prior to backfill inspection passed;
June 11, 2007	Underslab plumbing inspection passed;
Aug. 30, 2007	Above grade plumbing and framing inspection required re-inspection;
Sept. 12, 2007	Above grade plumbing and framing re-inspection passed;
Sept. 25, 2007	Insulation and vapour barrier inspection passed;
Feb. 13, 2019	Voicemail to owners to book an inspection as required;
March 7, 2019	First registered letter mailed to owners requesting a response by April 8, 2019;
March 12, 2019	Canada Post confirmation that the letter was delivered;
April 30, 2019	Second registered letter mailed to owners requesting a response by May 30, 2019;
May 6, 2019	Canada Post confirmation that the letter was delivered;
July 17, 2019	Third registered letter mailed to owners requesting a response by August 19, 2019;
Aug. 14, 2019	Canada Post confirmation that the letter was unclaimed;
Sept. 11, 2019	To date, we have had no response from the owners.



July 17, 2019

REGISTERED MAIL

Leonard and Irene Harding
241 Hillcrest Drive
Trail, B.C. V1R 4V6

**Re: Addition SFD
241 Hillcrest Drive, Trail, B.C. (Area 'B')
Building Permit No.: 06-1003B**

Further to our registered letters dated March 7, 2019 and April 30, 2019, we have received no response regarding the above permit expiring without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS

- 10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER

- 12.1 Every owner shall:
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole of portion of the building.

Please find enclosed original building permit and last inspection report for reference. If we do not conduct a final inspection by **August 19, 2019**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions concerning the above information, please contact the undersigned at 250-368-0222.

Yours truly,

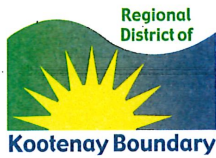
Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb





April 30, 2019

REGISTERED MAIL

Leonard and Irene Harding
241 Hillcrest Drive
Trail, B.C. V1R 4V6

**Re: Addition SFD
241 Hillcrest Drive, Trail, B.C. (Area 'B')
Building Permit No.: 06-1003B**

Further to our registered letter dated March 7, 2019, we have received no response regarding the above permit expiring without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS

- 10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER

- 12.1 Every owner shall:
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole of portion of the building.

Please find enclosed original building permit and last inspection report for reference. If the work has been completed, please call to book a final inspection by **May 30, 2019**. Failure to comply may result in legal action.

If you have any questions concerning the above information, please contact the undersigned at 250-368-0222.

Yours truly,

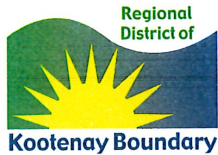
Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb





March 7, 2019

REGISTERED MAIL

Leonard and Irene Harding
241 Hillcrest Drive
Trail, B.C. V1R 4V6

**Re: Addition SFD
241 Hillcrest Drive, Trail, B.C. (Area 'B')
Building Permit No.: 06-1003B**

We are in the process of reviewing building permit files and the above permit has expired without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS

- 10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER

- 12.1 Every owner shall:
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work;
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or portion of the building.

Please find enclosed original building permit and last inspection report for reference. If the work has been completed, please call to book a final inspection by **April 8, 2019**. Failure to comply may result in legal action.

If you have any questions concerning the above information, please contact the undersigned at 250-368-0222

Yours truly,

A handwritten signature in black ink, appearing to read "Brian Zanussi", is written over a circular stamp or seal.

Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb



No. 06-1003B

INSPECTION CALLS: (250) 368-0222

Regional District of Kootenay BoundaryDATE PERMIT
GRANTED: Dec 18, 06BUILDING INSPECTION DEPARTMENT
202-843 Rossland Ave., Trail, B.C. V1R 4S8PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE,
OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

PURSUANT TO THE APPLICABLE REGULATIONS LEN HARDING		ADDRESS: 241 HILLCREST DRIVE OASIS		TELEPHONE:	
BEING THE OWNER OR ACTING WITH CONSENT OF THE OWNER IS HEREBY GRANTED					
A PERMIT TO: ADDITION TO SINGLE FAMILY DWELLING					
AT: 241 HILLCREST DR		FOLIO: 711 09193.005			
LOT: 1	BLOCK:	RANGE:	D.L. 8087	PLAN: 12384	LD:
OWNER: LEN HARDING		ADDRESS: 241 HILLCREST DRIVE		TELEPHONE:	
CONTRACTOR: G. MCCULLOUGH		ADDRESS:		TELEPHONE:	
<p>PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:</p> <p>ALL WORK TO CONFORM TO THE 1998 B.C. BUILDING CODE AND RELEVANT ELECTORAL AREA 'B' BYLAWS; MINIMUM SETBACKS: FRONT 7.5M, INTERIOR SIDE 4.5M, EXTERIOR SIDE 4.5M, REAR 5M; PROPERTY PINS TO BE IDENTIFIABLE; SEE NOTES ON PLANS; MECHANICAL VENTILATION CHECKLIST 'C' TO BE SUBMITTED PRIOR TO THE FRAMING INSPECTION; STAMPED ENGINEERED TRUSS DESIGNS AND LAYOUT FOR 78 PSF GROUND SNOW LOAD TO BE SUBMITTED PRIOR TO FRAMING INSPECTION; CALL FOR ALL INSPECTIONS LISTED BELOW; SECTION 290 LETTER (FROM THE LOCAL GOVERNMENT ACT) FORMS PART OF THIS PERMIT; ALL FIELD REPORTS BY REGISTERED PROFESSIONALS MUST BE SUBMITTED TO BUILDING OFFICIAL ON DATE OF INSPECTION; SCHEDULE 'C-B' TO BE SUBMITTED FROM ALL REGISTERED PROFESSIONALS ENGAGED IN CONSTRUCTION PRIOR TO OCCUPANCY; SUBMIT COMPLETED 'CERTIFICATE OF PLUMBING INSTALLATION' FORM (COPY ATTACHED) FROM A LICENSED PLUMBER OR A NOTORIZED STATUTORY DECLARATION FORM (IF THE OWNER TO INSTALL THE PLUMBING) COPY ATTACHED.</p>					

FEES		
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	\$ 110000	
BUILDING PERMIT FEE		\$ 880
PLUMBING FIXTURES	10	\$ 100
DEMOLITION		
OTHER	SECTION 290 (LGA)	-\$ 88
SUB-TOTAL		\$ 892
TITLE SEARCH		\$ 68
TOTAL		\$ 960
LESS DEPOSIT		
BALANCE OWING		\$ 960

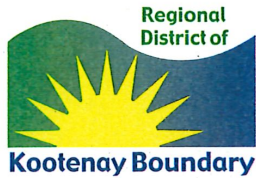
WAIVER OF INDEMNITY

In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and those acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the Regional District of Kootenay Boundary Bylaws or of the British Columbia Building Code; (b) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may be made by any other person; and (c) acknowledges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in respect of these matters.

 Owner's Signature
 MICKEY REPIN Chief Building/Plumbing Official

DATE PAID Dec 21/06

1. Prior to placing concrete in the footings 2. After installation of drain tiles/dampproofing/before backfilling 3. When framing completed 4. Insulation and vapour barrier completed 5. Before any part of plumbing system covered 6. Final Inspection - An occupancy permit is required prior to occupancy of building.



October 24, 2019

Leonard and Irene Harding
241 Hillcrest Drive
Trail, B.C. V1R 4V6

**Re: Completed Addition without Final Inspection
241 Hillcrest Drive, Trail, B.C. Electoral Area 'B' / Lower Columbia-Old Glory
Contravention of Building Bylaw No. 449
Lot 1 District Lot 8087 Kootenay District Plan 12384**

On September 19, 2019 the Board of Directors reviewed the attached report regarding the above referenced property. As a consequence, the Board will, at its next regular meeting, be considering a resolution to direct the Chief Administrative Officer to file a formal Notice in the Land Title Office regarding this contravention. Pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*, you are to be afforded the opportunity to be heard by the Board of Directors before such a Notice is filled. The Board has therefore, adopted the following resolution.

"That Leonard and Irene Harding be invited to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 8087, Kootenay District, Plan 12384".

This hearing before the Board of Directors is scheduled for Thursday, November 28, 2019 at approximately 6:00 p.m. This meeting will be held at the Regional District of Kootenay Boundary office, 202-843 Rossland Avenue, Trail, B.C. Please advise Sara Bradley at the address noted below in advance, whether you or a representative will be present at this hearing. If you will be attending this hearing, we would request a written submission from you relating to this matter by November 21, 2019. This will provide sufficient time for your report to be distributed to the Board of Directors.

Please be advised that, in order to avoid registration of this Notice, the Board of Directors requires a written confirmation from the Building Inspection staff that the property is now in compliance. You are encouraged to acquire that confirmation before the hearing date.

Enclosed for your information is a copy of Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*. The effect of this Notice is to remove liability from the Regional District of Kootenay Boundary and warn future purchasers of the property that the building(s) or construction on the property may have been in violation of the B.C. Building Code and/or Regulatory Bylaws of the Authority having Jurisdiction.

Yours truly,

A handwritten signature in black ink, appearing to read "Theresa Lenardon".

Theresa Lenardon
Manager of Corporate Administration

Attachment

TL/sb





STAFF REPORT

Date: 19 Nov 2019 **File**
To: Chair Langman and Board of Directors
From: Brian Champlin, Manager of Building Inspection Services
Re: Building Bylaw Contravention

Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

2284 Old Salmo Road, Fruitvale, B.C.

Electoral Area 'A'

Parcel Identifier: 010-363-947

Lot 1 District Lot 1236 Kootenay District Plan 8462

Owners: Patrick and Patricia Doyle

History/Background Factors

The owners, Patrick and Patricia Doyle, have made alterations to a single family dwelling without a valid building permit.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Prohibition

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

Duties of the Owner

12.1 Every owner shall:

(b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees,

blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work.

Implications

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, *Local Government Act* and *Community Charter* to enforce compliance with regulations.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

- History / Background Factors;
- Registered letter dated October 18, 2019;
- Registered letter dated September 19, 2019;
- Registered letter dated August 16, 2019;
- Inspection report dated August 15, 2019.

Alternatives

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Patrick and Patricia Doyle, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 1236, Kootenay District, Plan 8462.

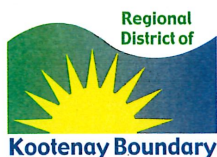
**STAFF REPORT ATTACHMENT**

Date:	November 19, 2019	File:	
To:	Chair Langman and Board of Directors		
From:	Brian Champlin, Manager of Building Inspection Services		
RE:	<u>BUILDING BYLAW CONTRAVENTION</u> 2284 OLD SALMO ROAD, FRUITVALE, BC. ELECTORAL AREA 'A' PARCEL IDENTIFIER: 010-363-947 LOT 1 DISTRICT LOT 1236 KOOTENAY DISTRICT PLAN 8462 OWNERS: PATRICK AND PATRICIA DOYLE		

History/Background Factors

The owners, Patrick and Patricia, have made alterations to a single family dwelling without a valid building permit.

Aug. 15, 2019	Site visit conducted and Stop Work Order posted;
Aug. 16, 2019	First registered letter mailed to owners requesting a response by September 17, 2019;
Sept. 4, 2019	Canada Post confirmation that the letter was delivered;
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October 18, 2019

Folio #: 05531.020
REGISTERED MAIL

Patrick and Patricia Doyle
4549 Mapleridge Drive
North Vancouver, B.C. V7R 4M7

**Re: STOP WORK ORDER
2284 Old Salmo Road, Fruitvale, B.C. (Area 'A')
Lot 1 District Lot 1236 Kootenay District Plan 8462**

Further to our registered letters dated August 16, 2019 and September 19, 2019, no valid building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

PROHIBITION

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

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If we do not receive an application with two set of detailed construction drawings by **November 19, 2019**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

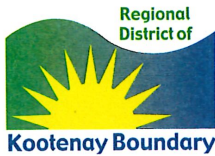
If there are any questions regarding the above, please contact me at (250) 368-0222.

Regards,

Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager Building Inspection Services
Attachment
BZ/sb





September 19, 2019

REGISTERED MAIL

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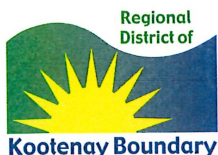
Yours truly,

Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager Building Inspection Services

BZ/sb





August 16, 2019

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Yours truly,

A handwritten signature in black ink, appearing to read "Brian Zanussi", is written over a horizontal line.

Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager Building Inspection Services

BZ/sb



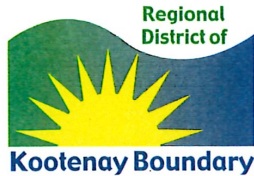
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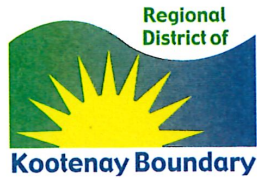
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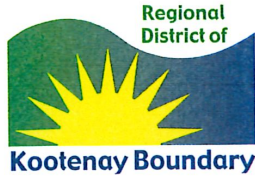
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Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager Building Inspection Services

BZ/sb





August 16, 2019

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Yours truly,

Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager Building Inspection Services

BZ/sb



**STAFF REPORT**

Date: 19 Nov 2019 **File**
To: **Chair Langman and Board of Directors**
From: Brian Champlin, Manager of Building Inspection Services
Re: Building Bylaw Contravention

Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

305 12th Avenue, Genelle, B.C.

Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 015-426-238

Lot 31 District Lot 2404 Kootenay District Plan 2066

Owners: Jeremy Cook and Melissa Chapman

History/Background Factors

The owners, Jeremy Cook and Melissa Chapman, have started construction of an accessory building without a valid building permit.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Prohibition

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

Duties of the Owner

12.1 Every owner shall:

(b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees,

blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work.

Implications

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, *Local Government Act* and *Community Charter* to enforce compliance with regulations.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

- History / Background Factors;
- Registered letter dated October 18, 2019;
- Registered letter dated September 19, 2019;
- Registered letter dated August 16, 2019;
- Inspection report dated July 26, 2019.

Alternatives

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Jeremy Cook and Melissa Chapman, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 31, District Lot 2404, Kootenay District, Plan 2066.

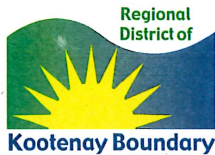
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Date:	November 19, 2019	File:	
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RE:	<u>BUILDING BYLAW CONTRAVENTION</u> 305 12TH AVENUE, GENELLE, B.C. ELECTORAL AREA 'B' / LOWER COLUMBIA-OLD GLORY PARCEL IDENTIFIER: 015-426-238 LOT 31 DISTRICT LOT 2404 KOOTENAY DISTRICT PLAN 2066 OWNERS: JEREMY COOK AND MELISSA CHAPMAN		

History/Background Factors

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October 18, 2019

Folio #: 06198.000
REGISTERED MAIL

Jeremy Cook and Melissa Chapman
PO Box 14
Genelle, B.C. V0G 1G0

**Re: Accessory Building
305 12th Avenue, Genelle, B.C. (Area 'B')
Lot 31 District Lot 2404 Kootenay District Plan 2066**

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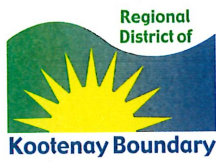
We received an application July 29, 2019, however, we are unable to issue a building permit until we receive:

1. Variance approval for increase in height to 6.7m (or revision in height to meet 4.5m as outlined in Zoning Bylaw 1540);
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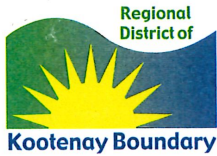
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Attachment

BZ/sb

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com





September 19, 2019

REGISTERED MAIL

Jeremy Cook and Melissa Chapman
PO Box 14
Genelle, B.C. V0G 1G0

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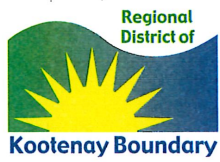
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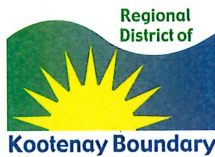


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August 16, 2019

REGISTERED MAIL

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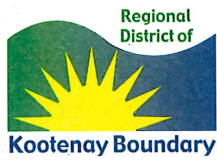
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REGIONAL DISTRICT OF KOOTENAY B.C. BOUNDARY
BUILDING INSPECTION REPORT

Time & Date Call Rec'd <u>July 25, 2019</u>	PERMIT NO. <u>8</u>
Owner's Name <u>COOK / CHAPMAN</u>	
Address or Legal Description <u>305 12th Avenue</u>	
Inspection Requested <u>Site - Accessory - complaint</u>	Page ____ of ____

☐ Construction appears to conform reasonably with examined plans and specifications
☐ Construction appears acceptable subject to correcting items as noted (see below)
☐ Construction **NOT** acceptable due to deficiencies (see below)
☐ **Reinspection required**
☐ Submit Engineers Report for _____

Notes

A) Site inspection cell. 250-368-1944 JT.
1. A FOUNDATION FOR A GARAGE IS POURED & REINFORCED
A PERMIT IS REQ'D as per the bylaws.
PLEASE APPLY FOR A PERMIT BY AUGUST 1st 2019

STOP WORK ORDER POSTED / APPLICATION LEFT
ON SITE -

Sing

 Next Req'd Insp. _____

Date of Inspection July 26/19 Time 11:00 am / pm Building Official [Signature]

Neither the granting of a building permit nor the approval of the relevant drawings and specifications nor inspections made by the authority having jurisdiction shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.

This Report ☐ Placed on site or ☐ Received by _____

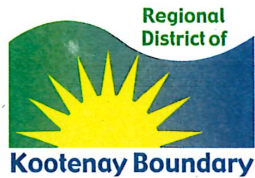
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- b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved and all other permits required in connection with the proposed work prior to the commencement of such work.

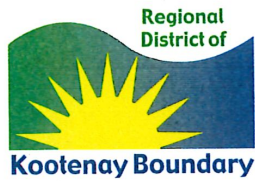
We received an application July 29, 2019, however, we are unable to issue a building permit until we receive:

1. Variance approval for increase in height to 6.7m (or revision in height to meet 4.5m as outlined in Zoning Bylaw 1540);
2. Footing verification – submit photos, expose existing for inspection or have a registered professional engineer provide a sealed letter.

If we do not receive the above required information by **November 19, 2019**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If there are any questions regarding the above, please contact me at (250) 368-0222.





Regards,

A handwritten signature in black ink, appearing to be "BZ", written over the word "Regards,".

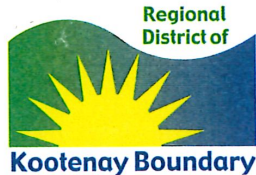
Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager Building Inspection Services

Attachment

BZ/sb





September 19, 2019

REGISTERED MAIL

Jeremy Cook and Melissa Chapman
PO Box 14
Genelle, B.C. V0G 1G0

**Re: Accessory Building
305 12th Avenue, Genelle, B.C. (Area 'B')
Lot 31 District Lot 2404 Kootenay District Plan 2066**

Further to our registered letter dated August 16, 2019, no valid building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

PROHIBITION

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

DUTIES OF THE OWNER

12.1 Every owner shall:

- b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved and all other permits required in connection with the proposed work prior to the commencement of such work.

We received an application July 29, 2019, however, we are unable to issue a building permit until we receive:

1. Variance approval for increase in height to 6.7m (or revision in height to meet 4.5m as outlined in Zoning Bylaw 1540);
2. Footing verification – submit photos, expose existing for inspection or have a registered professional engineer provide a sealed letter.

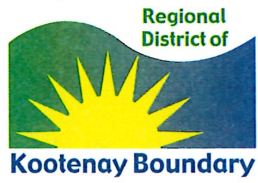
Please provide the above required information to our office by **October 18, 2019**. Failure to comply may result in legal action.

If there are any questions regarding the above, please contact me at (250) 368-0222.

Yours truly,

Brian Zanussi
Building and Plumbing Official

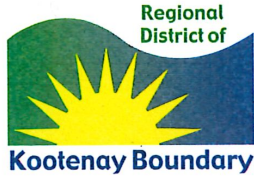




cc: Brian Champlin, Manager Building Inspection Services

BZ/sb





August 16, 2019

REGISTERED MAIL

Jeremy Cook and Melissa Chapman
PO Box 14
Genelle, B.C. V0G 1G0

**Re: Accessory Building
305 12th Avenue, Genelle, B.C. (Area 'B')
Lot 31 District Lot 2404 Kootenay District Plan 2066**

This letter confirms a Stop Work Order for construction of an accessory building at the above address. No valid building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

PROHIBITION

- 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

DUTIES OF THE OWNER

- 12.1 Every owner shall:
- b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved and all other permits required in connection with the proposed work prior to the commencement of such work.

We received an application July 29, 2019, however, we are unable to issue a building permit until we receive:

1. Variance approval for increase in height to 6.7m (or revision in height to meet 4.5m as outlined in Zoning Bylaw 1540);
2. Footing verification – submit photos, expose existing for inspection or have a registered professional engineer provide a sealed letter.

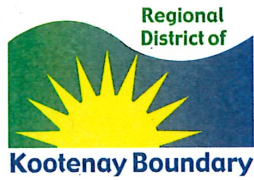
Please provide the above required information to our office by **September 17, 2019**. Failure to comply may result in legal action.

If there are any questions regarding the above, please contact me at (250) 368-0222.

Yours truly,

Brian Zanussi
Building and Plumbing Official





cc: Brian Champlin, Manager Building Inspection Services
BZ/sb



REGIONAL DISTRICT OF KOOTENAY BOUNDARY BUILDING INSPECTION REPORT

Time & Date Call Rec'd <u>July 25, 2019</u>	PERMIT NO. <u>8</u>
Owner's Name <u>COOK / CHAPMAN</u>	
Address or Legal Description <u>305 12th Avenue</u>	
Inspection Requested <u>Site - Accessory - complaint</u>	Page ____ of ____

- ☒ Construction appears to conform reasonably with examined plans and specifications
☐ Construction appears acceptable subject to correcting items as noted (see below)
☐ Construction **NOT** acceptable due to deficiencies (see below)
☐ **Reinspection required**
☐ Submit Engineers Report for _____

Notes

A) Site inspection cell. 250-368-1944 JT.
 1. A FOUNDATION FOR A GARAGE IS POURED & BACKFILLED
 A PERMIT IS REQ'D as per the bylaws.
 PLEASE APPLY FOR A PERMIT BY AUGUST 1st 2019.

STOP WORK ORDER POSTED / APPLICATION LEFT ON SITE -

Sing

Next Req'd Insp.

Date of Inspection July 26/19 Time 11:00 am/pm Building Official [Signature]

Neither the granting of a building permit nor the approval of the relevant drawings and specifications nor inspections made by the authority having jurisdiction shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.

This Report ☐ Placed on site or ☐ Received by _____



STAFF REPORT

RE:	Ministry of Transportation and Infrastructure – Subdivision – Hanson		
Date:	November 22, 2019	File #:	B-28-TWP-10997.010
To:	Chair Langman and members of the Board of Directors		
From:	Corey Scott, Planner		

Issue Introduction

We have received a referral from the Ministry of Transportation and Infrastructure (MOTI) regarding a subdivision application in Electoral Area B/Lower Columbia-Old Glory (see Attachments).

Property Information	
Owner(s):	Kathleen Hanson
Location:	100 Richie Road
Electoral Area:	Electoral Area B/Lower Columbia-Old Glory
Legal Description(s):	Lot A, Section 10, TWP 28, KD, Plan NEP12806
Area:	4.05 ha (10.0 acr)
Current Use(s):	Residential
Land Use Bylaws	
OCP Bylaw 1470:	Black Jack Rural Residential
DP Area:	NA
Zoning Bylaw:	Rural Residential 1
Other	
ALR:	NA
Waterfront / Floodplain:	Topping Creek
Service Area:	NA
Planning Agreement Area:	NA

History / Background Information

The subject property is located on the corner of Richie Road and Highway 3B, across from Red Mountain Ski Resort. The southwestern portion of the parcel sits on a bench and the remainder is moderately to steeply sloped. Topping Creek bisects the northern half of the parcel. The location of the creek and steep topography makes a significant portion of the parcel undevelopable.

The property owner submitted a subdivision application in 2004 with a different proposed layout that essentially split the lot into two equal 2.25 ha parcels. The subdivision was never approved by the Ministry of Transportation and Infrastructure. Conditions noted in the previous file include:

1. Proof of an adequate supply of potable water;
2. Suitable access to the proposed second lot; and,
3. Discussion with the City of Rossland about securing a pedestrian pathway and cross country trail to continue the Centennial Trail.

Proposal

The applicant is requesting to subdivide the subject property into two lots. The existing lot, Lot A, would be approximately 2.05 ha and the proposed lot would be approximately 2.0 ha (see Attachments). The proposal would meet the minimum parcel size and all other relevant zoning bylaw requirements.

Implications

Properties to both the north and south of the subject property have statutory rights-of-way over them that preserve trail access. Having a trail connection through the subject property would connect the Centennial Trail from Red Mountain to Blackjack.

It was noted in the comments to the Province from the previous application that the property is bisected by a trail known as "Old Gibbard's Road." The trail was thought to be previously designated as a road maintained by the Province; however, MOTI followed up confirming that their highways records did not show a road in their road register.

The City of Rossland has a right-of-way for their waterline that runs through the property (see Attachments). Utilizing this area for a pedestrian and cross country ski trail could be a way to connect the Centennial Trail. Such a connection is encouraged by the policies for Recreation Resources in the Area B Official Community Plan. The file was also referred to the City of Rossland for comment.

Advisory Planning Commission (APC)

The application was presented to the Electoral Area B/Lower Columbia-Old Glory APC at their November 4, 2019 meeting. As part of their discussion, they wondered where the water line is located on the property. The location of this infrastructure is shown on the attached "Rossland Infrastructure Map".

The APC recommended support of the application, as the minimum parcel size requirements are being met.

Staff Comments

Staff followed up with the City of Rossland and confirmed that they will be requesting the registration of a statutory right-of-way for public access to connect the Centennial Trail.

Page 2 of 3

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The waterline right-of-way is registered over the entire property. Registration of a new right-of-way would give the opportunity to formally define the area necessary for the existing infrastructure. Based on the location of the waterline shown on the infrastructure map it appears that the trail connection could be made using the same route although it may need to shift along the northern portion of the parcel to connect to the right-of-way to the north.

The Electoral Area Services (EAS) Committee considered the application at their November 14, 2019 meeting. As part of the Committee's discussion, Director Morel noted that the file was being considered by Rossland City Council for comment as well. The EAS provided the following resolution:

"That a staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Lot A, Section 10, TWP 28, KD, Plan NEP12806, Electoral Area B/Lower Columbia-Old Glory, be placed on the November 28, 2019 Board Agenda."

The File was considered by Rossland City Council on November 18, 2019 (Council Report attached). Council recommended that the following conditions be applied:

1. That the existing blanket water easement is removed from both the proposed parcels and replaced with a surveyed 8.5 metre Statutory Right of Way (SRW) with a covenant for the existing waterline located on the property.
2. That the waterline SRW above also permits public access to facilitate continuation of the Centennial Trail along the SRW.

Recommendation

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Lot A, Section 10, TWP 28, KD, Plan NEP12806, Electoral Area B/Lower Columbia-Old Glory, be received; and, Further, that the Board of Directors provide comment to the Ministry of Transportation and Infrastructure to recommend:

1. Removing the existing blanket waterline right-of-way and replacing it with a surveyed 8.5 metre statutory right-of-way; and,
2. Including provisions in the right-of-way agreement or registering another statutory right-of-way that allows for public access through the 8.5 metre wide area to provide a trail connection to the Centennial Trail.

Attachments

Site Location Map

Subject Property Map

Applicant Submission

City of Rossland Council Report, prepared by Stacey Lightbourne – Planner, dated November 6, 2019.

Page 3 of 3

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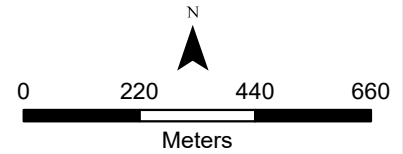


Regional District of
Kootenay Boundary

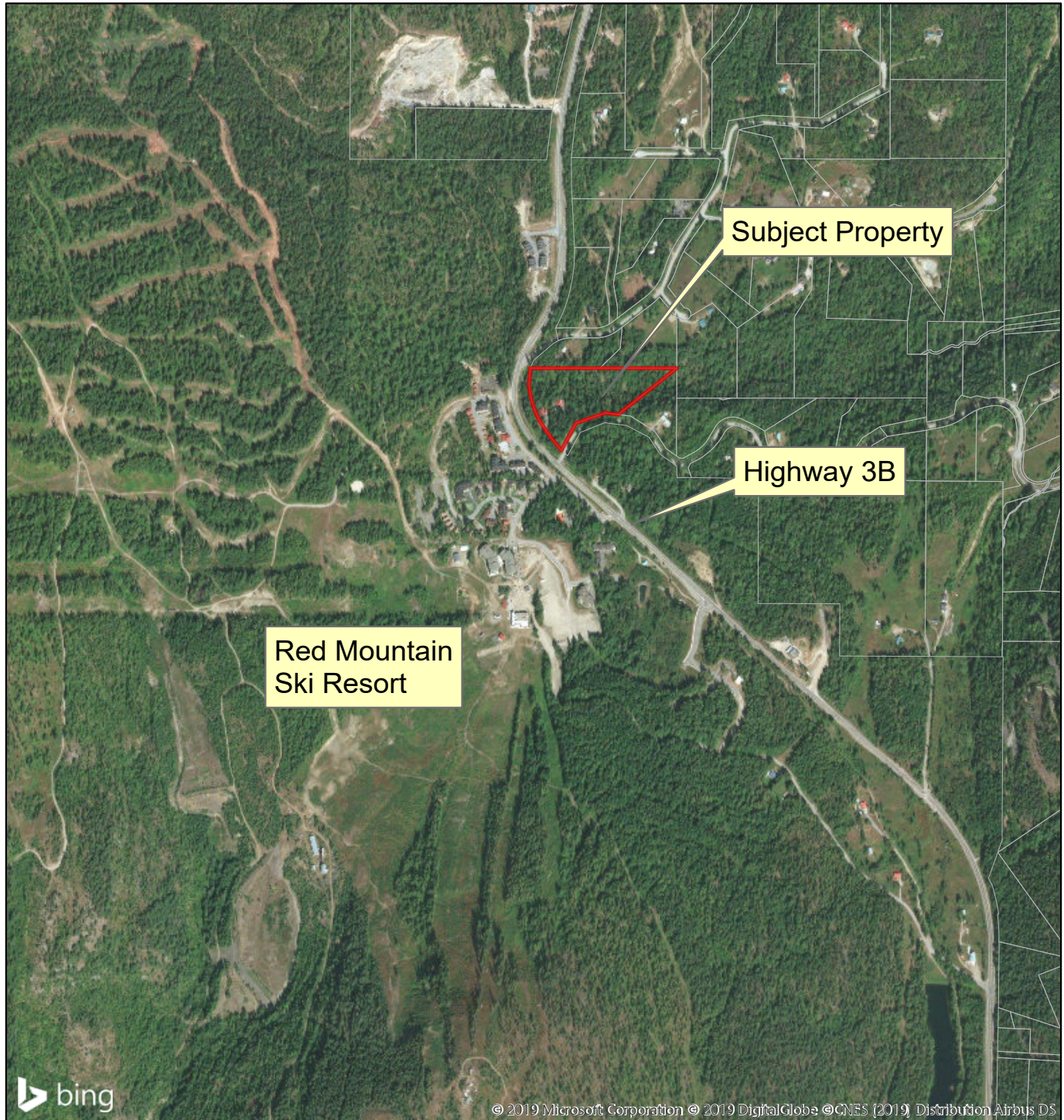
Date: 24-Oct-2019

Site Location Map

Lot A, Section 10, TWP 28,
KD, Plan NEP12806



1:12,500



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Document Path: P:\PD\EA_B\B-28-TWP-10997.010 Hanson\2019-Nov-MOTI Subdivision\Mapping\2019-11-05_Hanson_MOTI_SLM-SPM.aprx

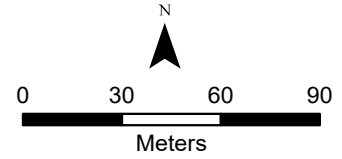


Regional District of
Kootenay Boundary

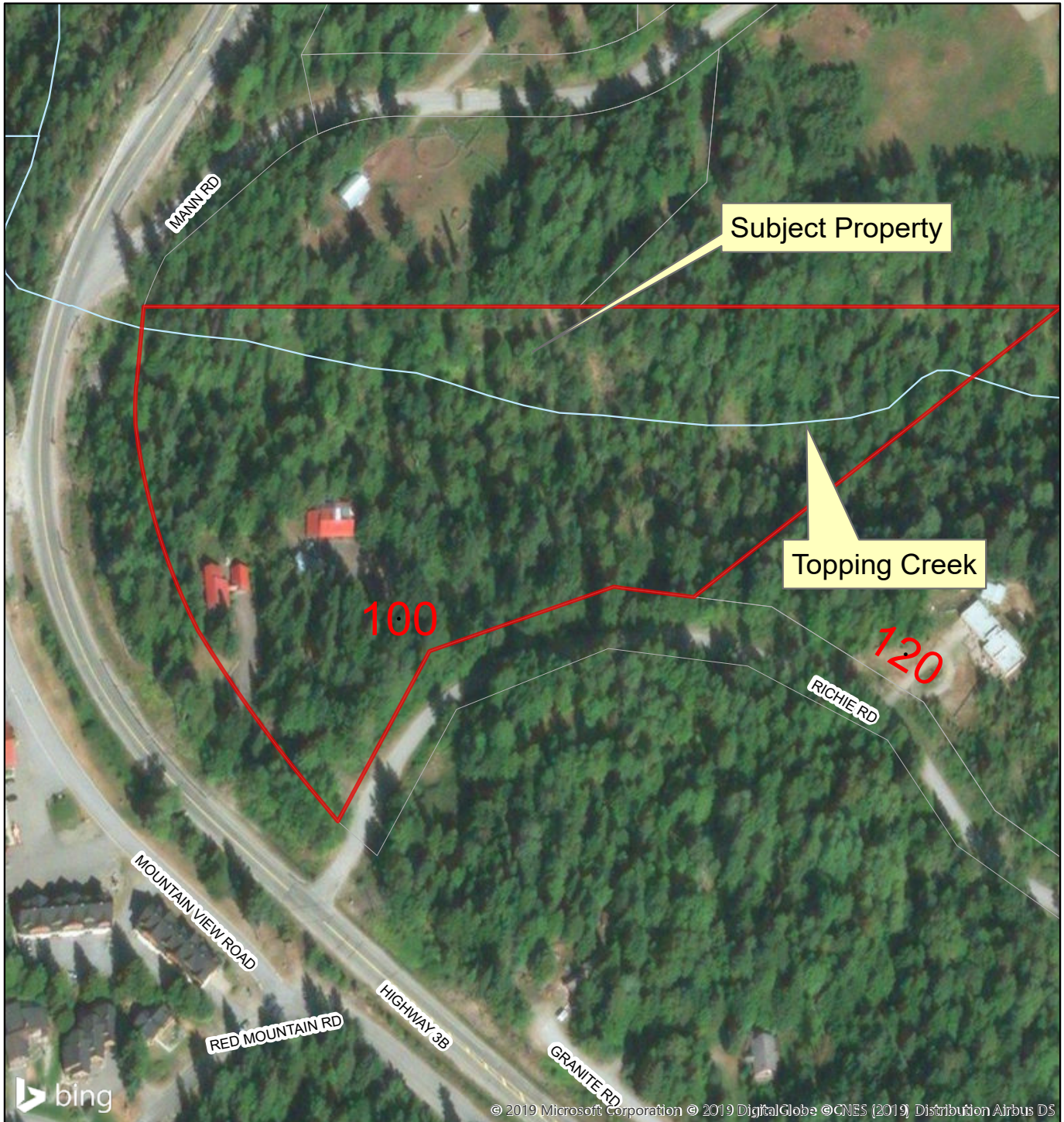
Date: 24-Oct-2019

Subject Property Map

Lot A, Section 10, TWP 28,
KD, Plan NEP12806



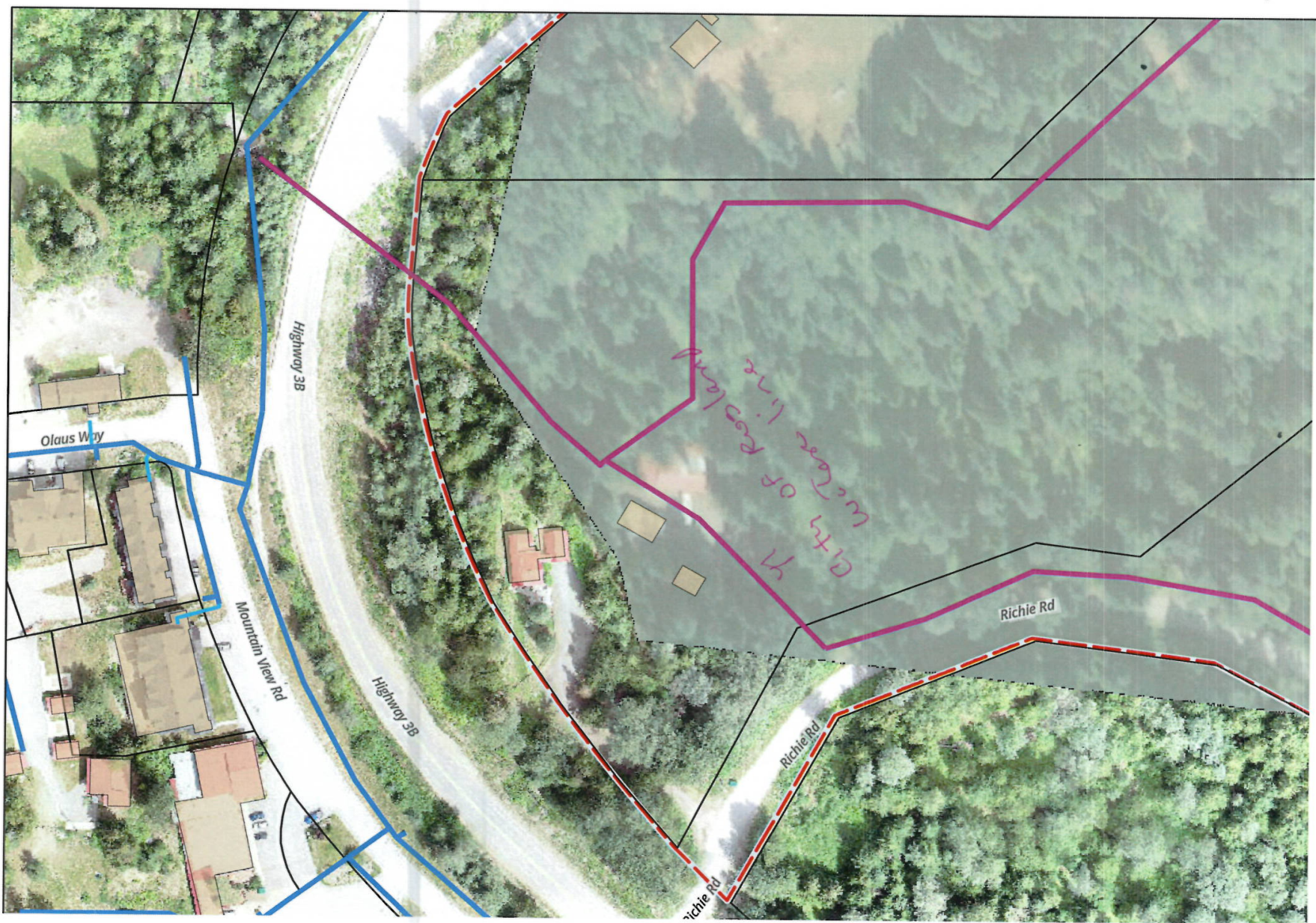
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Rossland Infrastructure Map





THE CITY OF ROSSLAND REPORT TO COUNCIL

DATE: November 6, 2019

FILE: 3320.10/2019

SUBMITTED BY: Stacey Lightbourne - Planner

SUBJECT: Subdivision Referral – 100 Richie Rd, PID 011-734-353, Sec 10, Twp 28, DL A, Kootenay, Plan 12806

PURPOSE:

To review the subdivision referral from the Ministry of Transportation for the property located at 100 Richie Rd.

RECOMMENDATION

THAT Rossland City Council recommend the following conditions are required prior to approval of the subdivision.

1. That the existing blanket water easement is removed from both the proposed parcels and replaced with a surveyed 8.5 metre Statutory Right of Way (SRW) with a covenant for the existing waterline located on the property.
2. That the waterline SRW above also permits public access to facilitate continuation of the Centennial Trail along the SRW.

ANALYSIS:

Background

This property is located just outside of the City boundary on Richie Rd. The City's raw waterline from the Topping Creek intake and from Ophir Reservoir run through the property. The intake is located above the property and Topping Creek continues through the lot. There is an easement for the waterline registered on title that covers the whole parcel (a "blanket" easement). There is also a covenant requiring a 30 metre setback from Topping Creek registered on title.

The applicant is proposing to subdivide the parcel into two lots to permit a family member to build. In order to utilize the flat area for building, well and septic, the applicant has proposed an irregular shaped subdivision, leaving the remaining steep land adjoined to the existing home. As the property is located outside of the City's boundary the application is processed by the Ministry of Transportation and the City is given an opportunity to comment on the proposal.

Staff Review

Waterline

The City's raw waterline both from Topping Creek and Ophir Reservoir runs through the property. There is an easement registered on title for access and maintenance of the water line but the easement covers the whole property. The Land Transaction Policy

states that as opportunities arise (ie. through re-development) the City should seek to reduce any blanket rights-of-way to the specific location of the infrastructure. This benefits both the landowner and the City as it ensures that everyone is aware of the specific location of the infrastructure and the no build area.

Centennial Trail

Over the years, as land in this area has been subdivided, the City has been piecing together a right of way for a future trail that will eventually become an extension of the Centennial Trail through to the Blackjack Ski Club. This subdivision presents an opportunity for the City to continue with this Right of Way. The waterline SRW is a great location for this future trail as it is already cleared and relatively well graded. Public Works has no opposition to locating a future trail above the waterline.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Land Transaction Policy

- To acquire, as the opportunity arises (through redevelopment opportunities such as Development Variance, Rezoning, Subdivision), a Statutory Right of Way (SRW) on properties where there is a need for future infrastructure, trails or snow storage.
- As opportunities arise (ie. through re-development) the City should seek to reduce any blanket rights-of-way to the specific location of the infrastructure.

OCP

- Identify and secure pedestrian corridors between neighbourhoods and amenities in town, and between town and the resorts, and between the town and the trail system.
- Ensure trail connectivity is maintained when new areas are developed in Rossland or across municipal boundaries.
- To develop a trail network for walking, hiking, biking and skiing that allow for access to all parts of Rossland and the surrounding region.
- Identify and secure pedestrian corridors between neighbourhoods in town and between town and the resorts.

BUDGET IMPLICATIONS:

OPTIONS and ALTERNATIVES:

Option 1: THAT Council recommend approval of the subdivision with different conditions.

Option 2: THAT Council not recommend approval of the subdivision.

ATTACHMENTS

1. Location Map
2. Infrastructure Map
3. Trail Map

4. Subdivision Referral

Prepared by:



Planner

Approved for Submission to Council:



CAO/CO

Jennifer Kuhn

From: is@rdkb.com
Sent: November 19, 2019 8:46 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Rossland Society for Environmental Action, email address - rosslandstreamkeepers@gmail.com

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

Applicant Information:

Applicant: Rossland Society for Environmental Action

Address: Box 1091, Rossland, BC V0G 1Y0

Phone: 250-512-9955

Fax:

Email: rosslandstreamkeepers@gmail.com

Representative: Bill Coedy

Make Cheque Payable To: Rossland Society for Environmental Action

Other Expenses:

Total Cost of Project: \$1000

Amount Requested from
RDKB Director(s):

\$500

*Approved Director Worley
November 21, 2019*

What is the Grant-in-Aid for?

To contribute to the cost of water quality test analysis by Caro Laboratory to find out more about the Falaise, Haley and Warfield creeks that were tested by Grade 9 students at Rossland Seven Summit School during a Know Your Watershed Course. Students used screen testing to find these creeks unique to Trail

Creek. They would like to know why. It is part of their Student Action Project to be completed between Dec and May. They are working with the Rossland Streamkeepers who have found that the temperature profiles for Falaise and Haley creeks are ground water sourced.

List of Other Organizations Applied to for Funding

Name of Organization WildSight - Know Your Watershed

Amount Requested 200

Amount Secured 200

Name of Organization FortisBC

Amount Requested 400

Amount Secured 0

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

I:\Portals\0\Documents\GIA-Attachments\

Jennifer Kuhn

From: is@rdkb.com
Sent: November 5, 2019 11:19 AM
To: Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Granby Wilderness Society, email address - jenny.coleshill@granbywilderness.ca

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

Applicant Information:

Applicant: Granby Wilderness Society

Address: 2950 Brown Creek Road East

Phone: 2504427969

Fax:

Email: jenny.coleshill@granbywilderness.ca

Representative: Jenny Coleshill

Make Cheque Payable To: Granby Wilderness Society

Other Expenses:

Total Cost of Project: \$116,020

Amount Requested from
RDKB Director(s): \$2,000

*Approved Director Russell
November 5, 2019*

What is the Grant-in-Aid for?

For assisting in the purchase of plants and plant protection for restoration work on public and private lands in Area D of the Kootenay Boundary.

List of Other Organizations Applied to for Funding

Name of Organization Habitat Conservation Trust Fund

Amount Requested 84,000

Amount Secured 50,000

Name of Organization Regional District of the Kootenay Boundary

Amount Requested 10,000

Amount Secured 10,000

Name of Organization City of Grand Forks and the Village of Midway both providing in kind support. Landowners providing some cash support and some in kind support.

Amount Requested

Amount Secured

Documents uploaded with Submission?

["Summary for GIA 2019.pdf"]

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Restoration of Riparian Black Cottonwood for Species at Risk in the Kettle River Watershed

Populations of several Species at Risk in the Boundary region is dependent upon the refuge of the Riparian Black Cottonwood Ecosystem adjacent to our rivers. These ecosystems within the South Okanagan Highlands Eco-section is a red listed ecosystem and one of the rarest in the province (CDC 2019). A very high proportion of land adjacent to the Kettle and Granby Rivers is private, e.g. 84% of land within 100 meters of the Kettle and Granby Rivers within the Regional District of the Kootenay Boundary, Area D is on private lands. There is considerable demand on these areas from human activity associated with urban and agricultural development. The Boundary is also a region where Riparian Area Regulations don't apply and only areas below the high-water mark deemed crown land are protected under the Water Act. This leaves critical habitat for species at risk such as the Lewis's Woodpecker vulnerable.

The goal of this project is to conserve Riparian Black Cottonwood Ecosystems for species at risk in the Boundary on both private and public lands. Our approach is to work with private landowners to identify stewardship opportunities, threats to habitat that may be eliminated, and assist with implementing any restoration efforts required. In addition, we also engage with local governments and municipalities to contribute to conservation efforts by partnering in restoration projects within their jurisdiction and encourage policies and local by-laws to be adopted to protect these critical areas.

The Lewis's Woodpecker (LEWO) is our umbrella species and serves as a great ambassador for riparian areas in our region due to its charismatic and unique character. In 2013 Biologist Les Gyug estimated that the City of Grand Forks alone is host to the highest density of nesting LEWO in the province of BC.

To date we have done over 40 site visits to landowners and we have engaged with over 15 landowners in restoration and enhancement work on their properties. We have also completed a site visit and engaged with an industrial business along the Kettle River that we will be assisting to enhance their shoreline. This year we have done 6 educational events with schools in the Boundary and 1 with a class from Rossland which has included providing educational material and planting native trees and shrubs. The Village of Midway continues to support and be involved with the maintenance of riparian planting along the Kettle River and the City of Grand Forks has also become engaged with restoration work currently underway and will continue in the spring. The City of Grand Forks also requested a Management Plan for the Lewis's Woodpecker within the municipality. The Regional District of the Kootenay Boundary is also working with us to provide financial support and support from the new RDKB Watershed Planner. We have completed stewardship actions on almost 3000 meters of shoreline and continue our efforts to implement completed plans and to develop new plans.

We will meet our objectives by engaging private landowners in restoration activities on their properties and engaging municipalities in restoration activities on public lands. We will work to protect mature cottonwood trees by increasing landowner and local government stewardship of nest trees and potential nest trees.

We will restore/enhance riparian areas by planting native trees and shrubs and in cases of stabilizing channels we will implement bioengineering techniques. Our 4 year work plan includes the ongoing maintenance of current restoration sites and to work with municipalities and private lands to continue to enhance and restore riparian habitat on their lands.

Our success will be measured by 1) how many participating landowners/municipalities are engaged and 2) how many metres of riparian shoreline is improved.

The total cost for the 2020-2021 year is \$?? and we are requesting \$? from HCTF. We have confirmed continuing support and contributions from the City of Grand Forks, Village of Midway, the RDKB and some landowners.

This project helps HCTF to meet their goals. It will have improved outcomes for both terrestrial and aquatic species and habitats; it will engage British Columbians to contribute to the conservation of several species and their habitat; and it will successfully put money towards on the ground conservation work.

Objective 1

Increase stewardship of healthy riparian areas and known critical habitat for Lewis's Woodpecker and other species at risk on both private and public lands.

Activity 1.1

Engage landowners and land managers in stewardship of riparian areas and habitat for species at risk

Measures for Activity 1.1

Number of properties undergoing stewardship (e.g. restoration) activities

Timeline for Activity 1.1

Ongoing

Activity 1.2

Engage municipalities in restoration projects and stewardship of riparian areas

Measures for Activity 1.2

Number of municipal projects underway

Timeline for Activity 1.2

Ongoing

Activity 1.3

Conduct site visits to provide information to landowners on measures to protect riparian habitat; and identify threats impacting riparian health on properties

Measures for Activity 1.3

Number of new site visits

Timeline for Activity 1.3

Ongoing

Activity 1.4

Hand out brochures at public events

Measures for Activity 1.4

Number of events attended

Timeline for Activity 1.4

Spring – Fall 2019

Detailed Description of Objective 1, Associated Activities and Measures of Success

The large majority of valley bottom riparian cottonwood habitat is on or adjacent to private lands along the Kettle and Granby Rivers, therefore landowners play a critical role in the conservation of the LEWO and other species at risk. Our target is to visit a minimum of 5 new sites each year on private lands. We will choose these landowners based on 1) properties identified as high priority based on previous planning work and have yet to be visited and 2) landowners who have requested a site visit. The number of site visits completed and exactly how many properties are undergoing stewardship actions will be a measure of our success. During site visits information about the LEWO, other species at risk, riparian values and benefits to landowners will be discussed. Habitat features such as nest trees or potential nest trees are identified, and stewardship opportunities discussed. Conducting site visits gives us the opportunity to help landowners identify threats to riparian habitats and ways to mitigate these threats on their property. This opportunity to inform landowners (site visits) will increase awareness about LEWO and other local Species at Risk (SAR). Meeting landowners and establishing a relationship is the first step in moving forward with stewardship actions. These actions may include 1) a do nothing approach as riparian habitat is intact and just needs conserving as is and landowner just needs encouragement; 2) minor actions are required such as protecting mature trees from beaver damages, removing invasive species, leaving coarse woody debris on the ground, or creating off channel watering options for livestock; or 3) a full restoration plan needs developing for the riparian habitat of the property.

The long-term goals are to build community values around species at risk and connect community members over a shared goal of conserving the target species and our watershed.

Contact with landowners and local governments will be done by the project leads. Barb Stewart and I have been working with landowners for 3 years now. We have both worked in the community for several years and strive to build trust and establish long term relationships with landowners and government to work together on conservation issues in our watershed that crosses property boundaries. This is an ongoing activity with many volunteer hours put in.

We have developed an educational brochure about our local riparian cottonwood communities and species at risk. This will also serve as a method to reach more people who may wish to contact us about how they can help conserve riparian habitats, species at risk, and the LEWO. Landowners will be empowered to conserve species at risk on their private lands and engage as a community in conservation.

Objective 2

Enhance and/or restore Riparian Black Cottonwood Forests on private and public properties.

Activity 2.1

Develop a minimum of 3 new stewardship/restoration plans on private properties.

Measures for Activity 2.1

Number of new plans developed

Timeline for Activity 2.1

Nov – June 2019

Activity 2.2

Develop a minimum of 1 new stewardship/restoration plan on municipal lands.

Measures for Activity 2.2

Number of plans developed by local government.

Timeline for Activity 2.2

Nov – June 2019

Activity 2.3

Implement a minimum of 1000 metres of riparian restoration/enhancements from existing plans needing to be implemented.

Measures for Activity 2.3

Number of plans implemented and meters of riparian shoreline undergoing restoration activities.

Timeline for Activity 2.3

Sept-April 2020

Activity 2.4

Contract an engineer to consult on restoration plans needed for certain stretches of river.

Measures for Activity 2.4

Number of complex plans that are developed.

Timeline for Activity 2.4

June – April 2020

Detailed Description of Objective 2, Associated Activities and Measures of Success

To increase habitat for species at risk and support healthy riparian areas we will complete implementation of our remaining 5 plans for private lands from this year and previous years. We will continue to support (by providing guidance on maintenance) the Village of Midway on the native planting there and we will support the City of Grand Forks to plan for and implement riparian planting on multiple stretches of river (small financial support/incentive and guidance on locations and methods).

We will also continue to help develop plans for stewardship actions for private landowners and municipalities. This will be done after site visits and consultation with landowners/municipalities (Objective 1). There are certain stretches of river that an engineer will need to be consulted on. This is typically required by the province of BC for Approvals to be given for sites that need in stream works. This allows us to address more complicated sites and build capacity to implement such riparian projects. It also has allowed us to move forward with sites with confidence of not needing engineering. Projects that do need engineering will include bioengineering techniques to enhance and/or replace the most commonly used technique of "rip rap" to control erosion, and ensure all aquatic values are met and fisheries values enhanced. Such plans will also incorporate monitoring to evaluate the success of these techniques in our river systems. This would be measured by the area of erosion controlled and the area of shoreline that is revegetated.

We aim to enhance/restore riparian areas with erosion protection works and planting native trees and shrubs on a minimum of 1000 meters of shoreline. The width of areas planted is dependent upon several variables such as other land uses and terrain. We will also help to support landowners in accessing other suitable funding available to them by identifying other funding options (i.e. Environmental Farm Plan, SARPAL).

Objective 3

Objective 3: To ensure existing restoration projects are maintained and successful.

Activity 3.1

Monitor projects to document successes and failures

Measures for Activity 3.1

Project monitoring is completed and up to date in database.

Timeline for Activity 3.1

Jun 2019 to April 2020

Activity 3.2

Replant and replace protection as needed.

Measures for Activity 3.2

The number of projects are meeting target planting densities.

Timeline for Activity 3.2

Sept 2019 to April 2020

Activity 3.3

Update Boundary Habitat Stewards restoration project database

Measures for Activity 3.3

Database has current information

Timeline for Activity 3.3

Ongoing

Detailed Description of Objective 3, Associated Activities and Measures of Success

The riparian planting we have been doing to date has many variables affecting plant survival: browse from deer, beavers, small mammals, competition from invasive grasses (reed canary grass), flood waters, and sufficient watering needs met during drought. Documenting plant survival and determining the cause of the plants not surviving is critical to success. We have found following projects for 3 years is about the right time to ensure project success. Depending on the stewardship actions taken depends on what course of maintenance is needed. Successful projects that show the benefits of these project to properties need to be documented to showcase to the public to encourage participation.

Each project is monitored for plant survival and reasons for failure is documented. We have been doing complete plant counts at each project site. We have created a database that tracks our projects including project start dates, what was planted, protection requirements, and monitoring dates and plant survival and project needs information. This allows us to efficiently plan for individual project needs and allow us to merge efforts across projects with labour and material. If are database is up to date and shows us consistently high success for individual projects we will be meeting our objectives of maintaining successful projects and increasing habitat for

species at risk. Our success rate has increased for individual projects. Choosing sites with a person/land willing to put in maintenance time is key to success. Some elements we have not been able to predict. This years flooding did damage 1 site dramatically after the spring 2018 flood. Access to the property was cut off and sediment deposit on the site was enough to cover some entire plants that were taller than 1 metre.

This year the Boundary Invasive Society hired 1 student whose major task was to provide maintenance on project sites. This was an invaluable support and we will be hiring another student this year to do similar tasks. The student also helped develop the restoration database and updated it as information came in.

Progress to date

- 525 m of newly planted shoreline/4 restoration plans implemented
- 8 new landowner site visits
- 3 new riparian restoration plans developed
- New project partners participating i.e. landowners and local government
- Municipalities participating in conservation measures (riparian restoration projects and policy)
- Approximately 1000 m of shoreline restoration work repaired after flood event
- Addition of engineer team member to assist in developing restoration plans and participation in conversations with local government on riparian values
- Creation of an online GIS mapping product that enables us to insert new and potential projects and allows us to record data associated with each site including monitoring. This makes tracking projects much easier to accomplish and helps us to identify the needs associated with each site.

We are in year 2 of being supported by the Habitat Conservation Trust Fund for our work in the conservation of Riparian Black Cottonwood Forests for Species at Risk in the Boundary region. The focus of this work is on the ground restoration and enhancement work, i.e. planting native trees and shrubs, on both private and public lands. If a site is planted with native trees and shrubs, we monitor and if needed assist with maintenance for the following 2 years. We have found that both planted stock and dormant staking both need watering throughout the summer months for a minimum of 2 years. In addition, plants need protection from deer and beaver browsing and, in some cases, invasive plants like reed canary grass.

Since project inception, we have done over 40 site visits and have been actively working with 14 landowners to do restoration and enhancements on their shorelines. There are 2 sites on public lands we have working on with BC Parks and the Village of Midway. In total, we have completed work on over 3000 meters of shoreline and are following up on these sites with maintenance, watering, and monitoring. This includes planting native trees and shrubs, invasive weed control, and protection of mature cottonwoods. After the mass flooding event in 2018 we also had to repair protection and replace some plants on over 1000 meters of work previously done. There are currently 7 landowners, 1 industrial business, and 1 community group waiting for plans to implement and work with us on. We have been working with the Village of Midway for the past 4 years on maintenance of 1 restoration project and continue to add on additional areas to that project.

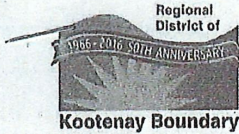
The attention brought to the status of the Lewis's Woodpecker and the concerns around loss of nesting habitat, prompted the City of Grand Forks to complete a Management Plan for the Lewis's Woodpecker in the spring of 2019. The City workers have completed the removal of old beaver protection around

dozens of mature cottonwood trees throughout the City that have been girdling trees over the last decade from improper placement of wire. We are working together to replant cottonwoods in several areas in public areas.

The Boundary Habitat Stewards supported the idea of the Christina Lake Stewardship Society developing a native plant nursery. This has been an incredible resource for us. We currently have over 500 cottonwoods that were seeded in the late spring there ready and waiting for planting. This nursery was developed for the Boundary Habitat Stewards to use and build up our own plant stock to use with local plant genetics.

We have done 7 events with local school groups to engage them in restoration and helping to plant plants. We have done 1 interview on the local radio station, have submitted 2 articles to local papers, and have done outreach using social media on our facebook page about Lewis's Woodpeckers and other events around species at risk. We have also presented at 2 local cattlemen's association meetings. We have also presented to local regional government on the project.

We have also created and kept up to date a restoration database using GIS online that allows us to create polygons in the field and record what treatment we are doing, what number of plants are planted, and track survival. Using GIS online allows us to look spatially at our data and allows us to create maps of sites.



Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B/' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C/' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D/' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
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Applicant:	* BEAVERDELL COMMUNITY CLUB + RECREATION COMMISSION			
Address:	* PO BOX 114, BEAVERDELL BC. V0H 1A0			
Phone:	* 250-484-5211	Fax:		E-Mail: *
Representative:	* JERRY GOODKEY - TREASURER			
Make Cheque Payable To:	* BEAVERDELL COMMUNITY CLUB + RECREATION COMMISSION			

*Starred Items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ _____ What amount are you requesting from this RDKB Director(s)? \$ 3000.

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

FUND TO OPERATE THE FRIENDS HELPING FRIENDS PROGRAM

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____ Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____ Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____ Amount Requested: \$ _____ Amount Secured: \$ _____

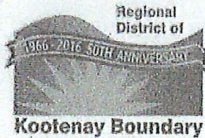
Date: 11/15/2019 Applicant Signature [Signature] Print Name JERRY GOODKEY, TREASURER

Office Use Only

Grant approved by Electoral Area Director: [Signature]

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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Applicant:	* Beaverdell Community Club and Recreation Commission				
Address:	* 5841 Highway 33, P.O. Box 114, Beaverdell, BC V0H 1A0				
Phone:	* 250-212-8368	Fax:		E-Mail:	* bernardmayer8@gmail.com
Representative:	* Bernard Mayer, President				
Make Cheque Payable To:	* Beaverdell Community Club and Recreation Commission				

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 500.00 What amount are you requesting from this RDKB Director(s)? \$ 500.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Halloween Display on the Highway, Celebration Snacks, Volunteers acting performance, Candies for the Children.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____

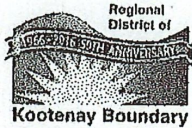
Date: 2019-11-06 Applicant Signature B. Mayer Print Name Bernard Mayer

Office Use Only

Grant approved by Electoral Area Director: V. Gee

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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Applicant:	* GRANBY ART COLLECTIVE			
Address:	* BOX 34 - 7441 2ND STREET, GRAND FORKS, BC, V0H1H0			
Phone:	* 2504420330	Fax:	2504420334	E-Mail: * kelli.fenwick-wilson@interiorhealth.ca
Representative:	* Kelli Fenwick-Wilson			
Make Cheque Payable To:	* Boundary Hospital, per Granby Clubhouse, Grand Forks			

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 2500. What amount are you requesting from this RDKB Director(s)? \$ 300. each

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

\$ 300 Per Area E NY

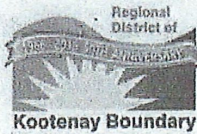
We are a small, client-driven group of local artists who are preparing, with Kelli, a Photo Book of artwork and poetry from local and West Boundary mental health clients. We have requested from several groups and foundations for funding for this. Unfortunately, we have been unable to secure funds from them as we are not a registered charity. The Art Collective is also planning other projects with an Art Gallery Show (May 2020) and Farmer's Market (June-October 2020) to showcase their art works, poetry and crafts through these outlets. Thanks in advance for your support with this project's printing costs. We are a unique and talented group of clients who are passionate about art therapy to help reduce stigma of Mental Health in our region.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	BC Arts Council	Amount Requested: \$ 1000.	Amount Secured: \$ 0. - not a registered charity
Name of Organization	Grand Forks Credit Union	Amount Requested: \$ 3000.	Amount Secured: \$ 0 - too many applicants
Name of Organization	Gallery 2 - Grand Forks	Amount Requested: \$ 1000.	Amount Secured: \$ 0 - too many applicants
Date: Nov 20/19	Applicant Signature	Print Name Kelli Fenwick-Wilson	

Office Use Only
Grant approved by Electoral Area Director:
Approved by Board:

SUBMIT



Grant-in-Aid Request

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Applicant:	* Kettle River Food Share Society		
Address:	* PO Box 174, Rock Creek, BC, V0H1Y0		
Phone:	* 250-449-8264	Fax:	
E-Mail:	* dararick@look.ca		
Representative:	* Rick Steingard (President)		
Make Cheque Payable To:	* Kettle River Food Share Society		

*Starred items, including contact information, must be completed in full.

***GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 3000 What amount are you requesting from this RDKB Director(s)? \$ 3000

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

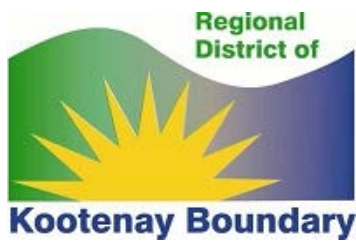
Food Grant for West Boundary:
Hamburger cow \$2000, Cheese \$400, Chicken \$300, Ground Pork \$300

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	Amount Requested: \$	Amount Secured: \$
Name of Organization	Amount Requested: \$	Amount Secured: \$
Name of Organization	Amount Requested: \$	Amount Secured: \$
Date: Nov 19th, 2019	Applicant Signature <i>Richard Steingard</i>	Print Name Richard Steingard

Office Use Only
Grant approved by Electoral Area Director: <i>V. Gee</i>
Approved by Board: _____

SUBMIT



STAFF REPORT

Date: Nov 27th 2019 **File**
To: Chair Langman and Board of Directors
From: J.Chandler, General Manager
 Operations/Deputy CAO
Re: Rental Agreement for Veterinary services, Grand Forks Animal Control Building.

Issue Introduction

To present a temporary rental contract agreement to the Board of Directors for approval for the provision of veterinary services from the Grand Forks Animal Control Building.

History/Background Factors

At the Boundary Community Development Committee meeting on November 6th, 2019, Karen McKay presented plans to provide continuity of veterinary services from the animal control building in Grand Forks. The committee generally supported the presented approach and passed the following resolution:

That the Regional District of Kootenay Boundary Board of Directors approves the draft lease agreement with the partnership group of Boundary Country Veterinary Services for the continued use of the property until April 30th, 2020.

*And **FURTHER** that interim use of the facility by Boundary Country Veterinary Services is allowed.*

*And **FURTHER** that the agreement may include intermittent residence for critical care supervision.*

Implications

With the temporary agreement to continue the provision of veterinary services from the Animal Control Building, the Regional District are able to support a final transition plan for the longer term establishment of vet services, following the flooding events in Grand Forks in May 2018.

The current vet, Grand Forks Central Veterinary Services has utilised the building since displacement from the flooding and Boundary Country Veterinary Services Ltd are developing new premises to continue the long-term veterinary practice.

It is understood that there have been challenges for the existing vet operations to find appropriate and suitably sized premises to operate a vet clinic from and that supporting the temporary agreement follows the general support that the RDKB has provided in Boundary Flood Recovery operations.

Advancement of Strategic Planning Goals

Working with a local business in Grand Forks for the temporary continuation of veterinary services supports the following pillar of the RDKB strategic plan:



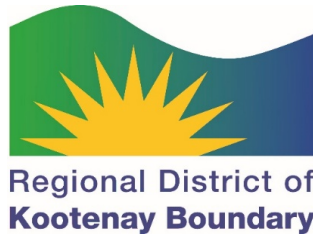
Responding to Demographic/Economic/Social Change

Alternatives

There are no alternatives presented with this report.

Recommendation(s)

That the Regional District Kootenay Boundary Board of Directors approve the rental agreement with Boundary Country Veterinary Services Ltd for the temporary use of the Grand Forks Animal Control building, for the provision of veterinary services at a cost of \$750.00 per month. **FURTHER** that the Board of Directors authorize the RDKB signatories to sign and enter into the agreement.



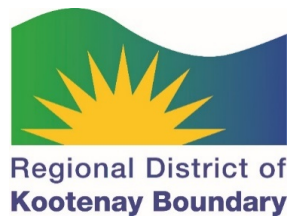
Contract Rental Agreement

For the provision of Veterinary Services

At

**8120 A, Donaldson Drive, RDKB Animal Control Building
Grand Forks, BC**

December 1st, 2020



**This Rental Agreement is established between
The Regional District of Kootenay Boundary
842 Rossland Ave, Trail BC**

And

Boundary Country Veterinary Services Ltd

RDKB

Boundary Country Veterinary Services Ltd

Name

Name

Position

Position

Signature

Signature

Date

Date

Rental Agreement Terms and Conditions

General Summary of Agreement

This agreement is intended as a temporary agreement between the Regional District of Kootenay Boundary (RDKB) and Boundary Country Veterinary Services Ltd, for the rental and use of the Animal Control Building, providing continuity of veterinary services.

1. Rental Term

- 1.1. This agreement will begin on **December 1st, 2019** and will terminate on **April 30th 2020**.
- 1.2. Any extension requested by Boundary Country Veterinary Services Ltd to this time period must be sent to the RDKB in writing no less than 30 days prior to the end of the term and will be considered by the Boundary Community Development Committee. Any extension cannot be guaranteed and will be subject to approval by the Board of Directors.
- 1.3. Either party may terminate this agreement with no less than 60 days notice in writing.

2. Rental Rate

- 2.1. The rental rate will be charged at seven hundred and fifty dollars (**\$750.00**) per calendar month
- 2.2. Payment Terms
The RDKB will invoice **Boundary Country Veterinary Services Ltd** each month, for a total of 5 monthly invoices. Invoices will be paid in full to the RDKB within 30 days of receipt. Payment may be arranged via electronic funds transfer or cheque.
- 2.3. Utilities
The utility costs for gas and electricity will be charged at 50% of each utility service and will be invoice following each quarter.

3. Insurance

- 3.1. The Renter shall maintain Commercial General Liability insurance throughout the term of this agreement and shall provide the RDKB with a Certificate of Insurance confirming such coverage. Said policy shall include the following provisions:
 - 3.1.1. Minimum limits of \$2,000,000 per occurrence.
 - 3.1.2. A clause requiring that the RDKB be provided with 30 days written notice of cancellation or material change resulting in reduction of coverage, except for policy cancellation due to non-payment of insurance premium in which case the written notice of cancellation shall follow the applicable statutory insurance conditions.
 - 3.1.3. The RDKB and the City of Grand Forks (and their respective affiliated boards or institutions, officials, officers, employees, servants, and agents) shall be added as an "Additional Insureds".
 - 3.1.4. Blanket Contractual Liability and a Cross Liability (or Severability of Interest) clause.
 - 3.1.5. A clause stipulating that coverage is primary in respect to the operations of the named insured pursuant to the contract with the RDKB. For clarity, any insurance or self-insurance

maintained by the RDKB or the City of Grand Forks shall be in excess of the Renter's insurance policy (policies) and shall not contribute to it.

3.2. The Renter shall maintain Tenant's Property Insurance with limits sufficient to cover the Renter's property and any tenant improvements and the Renter shall provide the RDKB with a Certificate of Insurance confirming same. Such coverage shall contain the following terms.

3.2.1.A waiver of subrogation in favour of the RDKB and the City of Grand Forks whereby the insurer, upon payment of any claim(s), waives its right to subrogate against the RDKB and/or the City for any property loss or damage claim(s).

Indemnification

The renter shall indemnify and save the Regional District of Kootenay Boundary (RDKB) and the City of Grand Forks harmless from and against any and all claims, actions, and causes of action or losses that the RDKB or the City of Grand Forks may suffer or incur arising in whole or in part out of the renter's negligence or arising in connection with the rental of the space that is the subject of this agreement.

4. Building / Property Works

4.1. General

Any and all work perform in the building must be approved in advance by either the RDKB Manager of Recreation and Facilities or the General Manager of Operations.

All mechanical and electrical work must be completed by qualified trades persons and where applicable, appropriate plumbing and electrical permits will be required.

The costs of all modifications and/or improvements, including permitting will be the responsibility of the Renter. Any permanent modifications and/or improvements will stay with the property at the termination of the rental agreement.

Any work completed of a 'temporary' nature for the purposes of vet operations will be removed at the Renters expense, at the expiry or termination of this agreement.

4.2. X-Ray installation and use

The Grand Forks Vet Service will construct a non-structural installation for the temporary use of X-Ray services. This will be completed within the 'dog kennel' area.

This installation will meet the requirements of the BC Vets association and any other permitting agencies.

4.3. Security System

The Renter is solely responsible for the addition of any security system.

Access to the system will be provided at all times to the Commissionaires for their continued work and animal control contract at this same location and building.

5. Trailer –Accommodations**5.1. Critical Animal Care**

Three options will be permitted as part of this agreement for the purposes of overnight care for critically ill or injured animals.

5.1.1.Trailer

The trailer may remain on the property for the purpose of overnight accommodations when related to the need for critical overnight animal care.

OR

5.1.2.The trailer may remain on the property for the purpose of ongoing accommodation until such time alternate rental accommodation can be found for the vet, subsequently the trailer will then remain only for the purposes as per 5.1.1.

OR

5.1.3.Building Use

The building can be used for accommodation overnight for critical animal care and the trailer will be removed from the property.

(There may be a requirement for life safety amendments/improvements, to be confirmed with the Grand Forks Building Inspector and the Fire Dept)

5.2. The Renter will advise the RDKB how critical care for animals is covered as per item 5.1. The RDKB will be advised immediately of any changes to the plans for overnight care of animals.

5.3. Should the trailer remain in the current location on the property, as per either 5.1.1 or 5.1.2 and the septic tank requires clean out, the RDKB will charge the Renter for the costs of the service and include with monthly rental fees.

-----End of Agreement-----

DRAFT